

FINAL

AFFIRMATIVE PROCUREMENT PLAN

**KAENA POINT SATELLITE
TRACKING STATION**

MARCH 2004

Prepared For:

Kaena Point Satellite Tracking Station
Waianae, Hawaii 96792

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Detachment 4, 22nd Space Operations Squadron
Kaena Point STS
{Insert Date}

MEMORANDUM FROM Det 4, 22 SOPS/CE

SUBJECT: Kaena Point STS Affirmative Procurement Plan

To: EPC, Det 4, 22 SOPS/CEO, Outside Support Agencies

1. Attached is the Affirmative Procurement (AP) Plan that provides direction for the implementation of the AP Program at Kaena Point Satellite Tracking Station (STS). The purchase of environmentally preferable products, such as those manufactured from recycled and reclaimed materials and biobased products, defines the program known as “Affirmative Procurement.” This is the initial distribution of the plan and supersedes all previous AP instructions provided.
2. This plan is effective for planning purposes and implementation upon receipt. It is Kaena Point STS policy to demonstrate a commitment to incorporate environmentally preferable purchasing into every aspect of station acquisition activities. Responsibility for environmentally preferable purchasing is shared among program, acquisition, and procurement personnel.
3. Review of this plan will be conducted annually or when major changes in AP regulations or directives occur.
4. The office of primary responsibility (OPR) for this document is the Detachment 4, 22nd Space Operations Squadron, Civil Engineer (Det 4, 22 SOPS/CE). Any comments, changes, or corrections to this plan should be forwarded to that office.
5. This document is UNCLASSIFIED.

{INSERT NAME}
{INSERT TITLE}, USAF
COMMANDER

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REQUEST FOR CHANGES

MEMORANDUM FOR DET 4, 22 SOPS/CE

{Insert Date}

FROM: {Insert Office Symbol}

SUBJECT: Request change to the Kaena Point STS Affirmative Procurement Plan

1. This office is in receipt of _____ copy(ies) of this plan.
2. Request distribution be changed as follows:
____ Exclude from distribution.
____ Increase number of copies to ____.
____ Decrease number of copies to ____.
3. Change office symbol and/or address as follows:
Old office symbol/address _____.
New office symbol/address _____.
4. Changes noted on this form apply to the Kaena Point STS AP Plan only.
5. Proposed changes are provided on the table following this page. My POC for this action is {insert name and phone number}.
6. Remarks: _____.

Signature of Commander/Authorized Representative

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RECORD OF CHANGES

The table below documents changes to the AP Plan that have been made since issuance. The Request for Changes memorandum can be used to request changes to this plan.

TABLE OF KAENA POINT STS AP PLAN CHANGES						
Number	Page Number	Proposed Change	Date	Proposed By	Date Incorporated	Incorporated By
1						
2						
3						
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DOCUMENT INSTRUCTIONS

Purpose

The purchase of environmentally preferable products, such as those manufactured from recycled and reclaimed materials and biobased products, defines the program known as “Affirmative Procurement” (also known as “Green Procurement” or “Buy Green”). The purpose of this Affirmative Procurement (AP) Plan is to direct Kaena Point STS personnel in the implementation of the base-specific AP Program.

Plan Organization

The Kaena Point STS AP Plan summarizes the legal requirements, outlines roles and responsibilities, presents AP implementation strategy, and describes the monitoring program for reviewing progress towards achieving AP compliance.

The table below provides a quick-reference description of each section included in this AP Plan. Each section title listed in the table is linked to the corresponding section in the AP Plan. Simply click on the section number to go directly to that page in the document.

Kaena Point STS AP Plan Organization	
<i>Section</i>	<i>Description</i>
1.0	<ul style="list-style-type: none"> Provides background and information on AP requirements and regulatory drivers Describes other mandatory purchasing programs related to AP Presents a table summarizing applicable regulatory, U.S. Air Force, and FAR requirements Presents a table summarizing AP requirements for purchasers
2.0 <i>This section provides the actual AP implementation process.</i>	<ul style="list-style-type: none"> Provides a brief summary of station procurement practices Identifies responsible organizations and their respective AP roles Provides a general description of the steps for establishing a successful AP Program Provides a textual description of the AP implementation process Presents a table with specific action items to support the AP implementation process Presents AP training options available to the station Presents a table detailing future options for the AP Program after initial implementation
3.0	<ul style="list-style-type: none"> Presents a list of key tools and resources for procurement personnel
4.0	<ul style="list-style-type: none"> Presents information on how to address AP requirements in concurrence with other mandatory purchasing programs
5.0	<ul style="list-style-type: none"> Presents a list of reference documents used in the development of this AP plan and to be used for implementation of the program
Appendix A	<ul style="list-style-type: none"> Includes checklists/forms referenced in Section 2.0 of the AP Plan that are used for implementation
Appendix B	<ul style="list-style-type: none"> Presents a detailed summary of current procurement practices at Kaena Point STS
Appendix C	<ul style="list-style-type: none"> Includes reference documents for use during AP implementation
Appendix D	<ul style="list-style-type: none"> Presents training and outreach information for the station AP program Includes AP Program fact sheets and training fliers
Appendix E	<ul style="list-style-type: none"> Presents a draft AP Policy Statement, and draft contract boilerplate language Provides a placeholder for completed AP Program annual review forms

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APPENDICES

Appendix A	Sample Affirmative Procurement Checklists/Forms and User's Guides
Appendix B	Summary of Current Procurement Practices
Appendix C	Reference Documents <ul style="list-style-type: none"> • Memorandum: Air Force Affirmative Procurement Program – May 31, 2000 • Engineering Technical Letter (ETL) 00-1: EPA Guideline Items in Construction and Other Civil Engineering Specifications • U.S. EPA's Final Guidance on Environmentally Preferable Purchasing • Air Force Contracting Officer Guide to Affirmative Procurement (AP) - September 2003 • Glossary of Useful Terms – Environmentally Preferable Purchasing • Glossary of Useful Terms – Affirmative Procurement
Appendix D	Training and Outreach Information <ul style="list-style-type: none"> • Affirmative Procurement Program Fact Sheets • Affirmative Procurement Training Flier and Memorandum to be Sent to Affected Organizations
Appendix E	Program Working Papers <ul style="list-style-type: none"> • Draft Contract Boilerplate Language • Draft Affirmative Procurement Policy Statement • Completed Affirmative Procurement Program Annual Review Forms (place holder until first annual review)

ACRONYMS

A-E	Architect-Engineer
AEC	Army Environmental Center
AF	Air Force
AFB	Air Force Base
AFCEE	Air Force Center for Environmental Excellence
AFI	Air Force Instruction
AFLMA	Air Force Logistics Management Agency
AFSPC	Air Force Space Command
AP	Affirmative Procurement
APR	Affirmative Procurement Record
AR	Annual Monitoring and Review
BEES	Building for Environmental and Economic Sustainability
BRBA	Buy Recycled Business Alliance
CC	Commander
CCB	Construction Criteria Base
CE	Civil Engineer
CEO	Civil Engineer, Operations Flight
CRBT	Center for Resourceful Building Technology
CFR	Code of Federal Regulations
CIWMB	California Integrated Waste Management Board
CONUS	Continental United States
CPG	Comprehensive Procurement Guidelines
CSI	Construction Standards Institute
DAU	Defense Acquisition University
DD or DoD	Department of Defense
DENIX	Defense Environmental Network and Information Exchange
DFARS	Department of Defense Federal Acquisition Regulations
DLA	Defense Logistics Agency
DRMO	Defense Reutilization and Marketing Office
DoE	Department of Energy
ELC	Environmental Leadership Committee
EO	Executive Order
EPC	Environmental Protection Committee
EPA	U.S. Environmental Protection Agency

EPP	Environmentally Preferable Purchasing
EQT	Environmental Quality Division
ERLS	Environmental Reporting Logistics System
ESOHC	Environment, Safety, and Occupational Health Council
ETL	Engineering Technical Letter
FAR	Federal Acquisition Regulations
FEMP	Federal Energy Management Program
FDPS	Federal Procurement Data System
FLIS	Federal Logistics Information System
FTC	Federal Trade Commission
GPC	Government-wide Purchase Card
GSA	General Services Administration
HAZMART	Hazardous Materials Pharmacy
HQ	Headquarters
JA	Judge Advocate
JWOD	Javits-Wagner-O'Day
LAN	Local Area Network
LGC	Contracting
LGCP	Contracting Policy
MAJCOM	Major Command
MSDS	Material Safety Data Sheet
NIST	National Institute of Standards and Technology
NRC	National Recycling Coalition
NWCSE	Northwest Communication Support Element
OCR	Office of Collateral Responsibility
OFEE	Office of the Federal Environmental Executive
O&M	Operations and Maintenance
OPR	Office of Primary Responsibility
OSI	Office of Special Investigation
OSSS	Operations Space System Support
PA	Public Affairs
P2	Pollution Prevention
PL	Public Law
PO	Purchase Order
PREF	Preference
PRO	Promotion

QA	Quality Assurance
QAE	Quality Assurance Evaluator
RCRA	Resource Conservation and Recovery Act
RMAN	Recovered Material Advisory Notice
RNAO	Range Network Acquisition Office
SAT	Simplified Acquisition Threshold
SCS	Scientific Certification Systems
SF	Security Forces
SOPS	Space Operations Squadron
SOW	Statement of Work
STS	Satellite Tracking Station
SW	Space Wing
SWANA	Solid Waste Association of North America
TACOM	Tank Automotive and Armaments Command
UNICOR	Federal Prison Industries, Inc.
U.S.	United States
USACE	United States Army Corps of Engineers
USAF	United States Air Force
USC	United States Code
USDA	U.S. Department of Agriculture
U.S. EPA	U.S. Environmental Protection Agency
VC	Vendor Certification, Estimates, and Verification
VOC	Volatile Organic Compound
XP	Plans and Programs

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1.0 PLAN DESCRIPTION AND REGULATORY REQUIREMENTS


1.1 Introduction

Affirmative Procurement (AP) (sometimes called “Green Procurement”) encompasses several programs intended to protect the environment and reduce energy consumption. The main concept of the green procurement program is that AP requirements should be considered in every station procurement action and contract requirements identification process¹. The following list of categories covers most AP items:

- Products containing recovered materials;
- Environmentally preferable purchasing;
- Biobased items;
- Energy-efficient products and services; and
- Products containing energy-efficient standby power devices.

Each of these categories is explained in detail in Section 1.2 of this plan. In addition, Section 3.0 provides Web sites containing information associated with each category.

One intent of the AP Program is to stimulate recycling by providing a market for products manufactured from recycled materials. A recycled product is one made completely or partially from waste materials or byproducts recovered or diverted from the solid waste stream. The federal government has mandated that compliance with AP is required for all federal agencies that purchase more than \$10,000 of EPA-designated Comprehensive Procurement Guideline items in a year. Since Department of Defense (DoD) purchases meet this threshold, all United States Air Force (USAF) installations are required to comply.

The standard three-arrow recycling symbol  represents not only collection of recyclable materials, but also manufacturing and use of recycled products. Recycling can succeed in diverting materials from landfills only if markets for recycled-content products expand. Currently, products made from recycled materials often rival virgin products in quality and cost. However, the market for these recycled items is still in its infancy. Purchasing environmentally

¹ *Contracting Officer Guide to Affirmative Procurement (AP)*. Air Force Guide, September 2003, Version 1.0.

preferable products, such as those made from recycled materials, will work to significantly increase the use of recycled-content products and will close the loop on recycling efforts.

Additionally, AP addresses the purchase of biobased products to stimulate the biobased product market. Biobased industrial products are produced from renewable plant and animal sources and are generally less harmful to the environment than their petroleum- or chemical-based counterparts.

AP also aims to improve the federal government's energy management through specific goals for energy efficiency improvement and use of renewable energy. This is achieved through the purchase of energy-efficient products, including computers, monitors, copiers, printers, fax machines and other appliances that switch to a "sleep" mode or low standby power mode.

AP was originally authorized under the Resource Conservation and Recovery Act (RCRA), Section 6002, which requires AP programs to address elements that include (1) promotion; (2) preference; (3) vendor certification, estimates, and verification; and (4) annual review and monitoring. The federal acquisition portion of Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, was written to improve the federal government's existing program, encouraging the use of recycled-content products, and to expand AP to include other environmentally preferable products and services. The Federal Acquisition Regulations (FAR) requires agencies to acquire recycled-content and other environmentally preferable products where cost effective, and to prepare associated written determinations. Failure to follow this AP Plan may render the station subject to regulatory enforcement action.

This plan is designed to:

- Summarize the legal requirements for AP.
- Outline roles and responsibilities for implementing the Kaena Point Satellite Tracking Station (STS) AP Program.
- Present a plan for Kaena Point STS to implement in order to comply with program requirements and describe the monitoring program for reviewing progress towards achieving compliance.

The plan is organized as follows:

- Section 1 provides background and information on AP requirements and regulatory drivers.
- Section 2 outlines responsible organizations and presents the AP implementation plan and training options.
- Section 3 presents a summary of key tools and resources.
- Section 4 presents information on how to address AP requirements in concurrence with other mandatory purchasing programs.
- Section 5 presents a list of reference documents used in the development of this plan and to be used for implementation of the program.

The plan appendices provide a variety of supporting documentation, including:

- **AP checklists and forms.** Several checklists and forms have been developed to document procurement actions that do or do not require AP-compliant items, verify AP compliance during project quality assurance inspections, and annually evaluate the AP Program.
- **A summary of current procurement practices.** The summary provides a baseline of current procurement practices that were in place during the on-site assessment conducted in November 2003 to support the preparation of this plan.
- **AP reference documents.** This appendix includes several USAF and U.S. EPA guidance documents regarding implementation of an AP Program, as well as glossaries of useful terms related to AP.
- **AP outreach examples.** The outreach examples presented include AP Program fact sheets and training materials to be provided to affected organizations at the station and draft boilerplate language for contracts
- **Program working papers.** The working papers include a draft AP Policy Statement to be signed by the station commander, draft contract boilerplate language, and affirmative procurement program annual review forms.

The plan addresses Kaena Point STS operations and does not directly address base tenants. However, as discussed in Section 2.3, tenants are required to comply with the Kaena Point STS AP requirements. Kaena Point STS, as the host organization, can offer tenant assistance upon request.

1.2 Summary of Applicable Requirements

Laws, regulations, and EOs (i.e., Presidential directives to federal agencies) combine to provide the authority and requirements for AP programs. A brief summary of these drivers and how they interact is presented in Table 1-1 at the end of this section. The DoD and USAF have their own policies and requirements for AP programs. A brief summary of these is also presented in Table 1-1.

Additionally, the FAR requires agencies, including DoD, to acquire recycled-content and other environmentally preferable products where cost effective, and to prepare written determinations for purchases of items listed in the Comprehensive Procurement Guideline (CPG) that do not meet the U.S. Environmental Protection Agency (EPA) minimum recovered materials standards. (Written determinations are only required when the purchase price exceeds \$2,500). A brief summary of the applicable FAR requirements is also presented in Table 1-1. The following subsections describe two key drivers for the AP Program, EO 13101 and RCRA Section 6002, as well as other drivers such as the Farm Bill, the FAR, EOs 13123 and 13221, and the status of DoD requirements. Section 2.3 of this plan presents an action plan specific to Kaena Point STS for implementing these requirements and documenting exemptions.

1.2.1 Description of Executive Order 13101

The federal acquisition portion of EO 13101 has three main components: procurement of CPG items, environmentally preferable purchasing (EPP), and procurement of biobased products. These components are briefly described below.

1.2.1.1 Comprehensive Procurement Guidelines

The U.S. EPA has been tasked to develop and issue CPGs containing designated items that are or can be made with recovered materials. When designating CPG items, the U.S. EPA considers: item availability, potential impact of procurement on the solid waste stream, the economic and technological feasibility of producing the item, and other uses of the recovered materials used to produce the item. Once a CPG item is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable. These guidelines are updated every 2 years, or as appropriate, and currently contain 54 items across eight categories, including:

- Construction Products
- Landscaping Products
- Nonpaper Office Products
- Paper and Paper Products
- Park and Recreation Products
- Transportation Products
- Vehicular Products
- Miscellaneous Products

U.S. EPA recommends the appropriate range of recycled content for a particular CPG item via its Recovered Material Advisory Notice (RMAN). RMANs provide purchasing guidance and recommend recovered and post-consumer material content levels for designated items.

Recovered material means waste materials and byproducts that have been recovered or diverted from solid waste, but does not include materials and byproducts generated from, and commonly reused within, an original manufacturing process. *Post-consumer material*, a subset of recovered material, is a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. It is necessary to review the CPG and its corresponding RMAN to identify the recycled-content requirements for a given product. For example, under the CPG category “Paper and Paper Products,” newsprint is an item. The RMAN for newsprint is 20 to 85 percent post-consumer material and 20 to 100 percent recovered material. Therefore, in order to be CPG-compliant, the content of the newsprint purchased must meet the specified post-consumer and recovered material percentages.

The U.S. EPA updates RMANs as market conditions change. The specific RMANs for CPG items are summarized in tables on U.S. EPA’s Web site at <http://www.epa.gov/cpg/products.htm>.

Certain CPG items have been designated with unique requirements, as follows:

- **Paper.** The minimum content standard for most paper items was raised to 30 percent post-consumer materials effective 31 December 1998. If products with 30 percent post-consumer content are not competitively available, do not meet performance requirements or are unreasonably priced, federal purchasers must buy products containing no less than 20 percent post-consumer material. **No exceptions to the 20% minimum are authorized.** (See FAR 11.303 for further details.)

- **Re-refined Lubricating Oil.** Section 507 of EO 13101 calls on fleet and commodity managers to take immediate steps to procure re-refined oil. It also states this requirement does not preclude the acquisition of biobased (vegetable) oils; however, USAF technical offices responsible for vehicle management must first approve vegetable oils for use in USAF vehicles.
- **Retread Tires.** Section 507 of EO 13101 names the DoD Cooperative Tire Qualification Program as a focal point for retread tire purchases. The Army Tank Automotive and Armaments Command (TACOM) administers this program. Program information is on the “Team Tire” web site at <https://www.denix.osd.mil/denix/Public/Library/Recycling/Documents/Tire/tire.html>.

1.2.1.2 Environmentally Preferable Purchasing

EPP encourages the purchase of goods and services that have lesser or decreased effects on human health and the environment when compared with competing goods and services that serve the same purpose. The EPP program includes recycled-content and biobased product purchasing, along with other objectives such as reducing toxicity, preventing pollution, and reducing global warming or ozone depletion. By encouraging EPP, EO 13101 expands the recommended purchasing criteria beyond AP’s original basis in recycling. Unlike with CPG, however, no specific standards or lists of product types for EPP have been developed.

1.2.1.3 Biobased Products

Biobased products are commercial or industrial products (other than food or feed) that use or are produced from biological products or renewable domestic agricultural (e.g., plant, animal, and marine) or forestry materials. An example is vegetable lubricating oil used instead of a petroleum-based oil. Although biobased products were a recommendation but not a mandate under EO 13101, the Farm Security and Rural Investment Act of 2002 (the “Farm Bill”) requires federal agencies to procure biobased products unless specific exemptions apply (refer to Section 1.2.3). The U.S. Department of Agriculture (USDA) is responsible for developing categories of items and specific standards for such items, similar to those that the U.S. EPA provides for CPG. In the 19 December 2004 Federal Register, the USDA published *Guidelines for Designating Biobased Products for Federal Procurement* (68 FR 70730). The proposed rule included the following biobased product categories:

- Adhesives

- Construction Materials/Composites
- Fibers/Paper/Packaging
- Fuel Additives
- Landscaping/Compost/Fertilizer
- Lubricants/Functional Fluids
- Plastics
- Paints/Coatings
- Solvents/Cleaners
- Sorbents
- Plant/Vegetable Inks

The guidelines proposed minimum biobased content standards for each of these categories. The proposed rule can be viewed at

<http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/2003/03-31347.htm>.

Comments on the proposed rulemaking were due 17 February 2004. There is currently no published schedule for comment review, incorporation, and final rule publication. Rulemaking developments can be monitored via the USDA's Federal Biobased Products Preferred Procurement Program (FB4P) website at http://www.biobased.oce.usda.gov/public/pro_regs.cfm.

Once the final rule and associated standards are published in the Federal Register, installations will have one year to expand their EO 13101 program to include biobased products. The Farm Bill requires biobased product procurement programs to include three of the four RCRA program elements: a preference program, a promotion program, and an annual review program (see Section 1.2.2). Additionally, the same evaluation process and exemption criteria as with CPG items will apply to biobased products; however, written determinations in support of exemptions are not required (see Section 1.2.3).

1.2.2 Description of RCRA Section 6002

RCRA Section 6002 (42 United States Code [USC] 6962) provides the main regulatory driver for AP. It requires federal agencies to procure designated items composed of the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. This law requires that all AP programs contain four elements, including:

- **Preference.** This element works to establish preference for purchasing designated recycled content, EPP, and biobased products. It is accomplished at the station through formal policy, action plans, and contract language.
- **Promotion.** This element serves to increase the AP awareness of all station personnel including tenants, vendors, and contractors. Promotion may include personnel education through station publications and LAN, distribution of AP policies, training, and AP fact sheet development.
- **Estimation, Verification, and Certification.** This element requires contractors and vendors to provide an estimate of the total recycled content of their products and certify that the recycled content meets the minimum content standards as included in the station's solicitation documents. The station is responsible for verifying these estimates and certifications through normal quality assurance procedures.
- **Annual Review and Monitoring.** This element serves to annually assess the effectiveness of the AP Program. Annual monitoring typically includes a review of program participation, record keeping, training participation, the currency of the AP plan, and other criteria.

Because the use of AP-compliant items is not always feasible, the U.S. EPA has provided four exemptions that allow the purchase of noncompliant AP items if compliant items are not:

- 1) Available competitively (i.e., available from two or more sources).
- 2) Available within a reasonable period of time.
- 3) Available at reasonable prices. For USAF purposes, a product is "unreasonably priced" if it costs more than a comparable non-recycled/biobased product.² (This is not a mandatory exemption, and "unreasonably priced" should be thought of in terms of life cycle costs. The purchaser may choose to pay more for an item with operational or environmental benefits.)
- 4) Able to meet appropriate performance standards written in official specifications. A written determination by technical or requirements personnel of the performance standard's reasonableness must be included with

² *Guide to Green Purchasing, the U.S. Air Force Affirmative Procurement Program.* AFCEE/EQT, June 2002. This document is updated annually; for the most recent version check the AFCEE Web site at <http://www.afcee.brooks.af.mil/eq/ap/gg/default.asp>.

the justification. The determination must be based on the National Institute of Standards and Technology (NIST) guidelines, if available.³

Exemptions for EPA-designated CPG items must be documented when purchases are greater than \$2,000 for construction contracts or \$2,500 for all other purchases. These amounts are considered the “micropurchase” thresholds. Written documentation is not required for purchases below a micropurchase threshold; however, all micropurchases must be CPG-compliant unless one of the exemptions listed above applies.

1.2.3 The Farm Security and Rural Investment Act

As stated above in Section 1.2.1.3, the Farm Bill (Public Law [PL] 107-171) mandates federal agencies to include USDA’s designated biobased products in their AP programs. As such, agencies must purchase products with biobased content unless an exemption (e.g., price, performance, or availability) applies. Implementation begins once the USDA final list is published in the Federal Register. If a purchaser determines that a biobased product is more preferable based on environmental attributes, performance or price, the biobased product can be selected in place of a similar recycled-content product. USDA also will create a voluntary labeling program that vendors can use to identify biobased products.

1.2.4 Federal Acquisition Regulations and Supplements

The FAR provides uniform policies and procedures for acquisitions by executive agencies of the federal government. Contracting offices incorporate FAR clauses, as appropriate, into all contract language. The FAR Parts applicable to the AP Program include: 4.3, 10, 11, 12, 13, 23.4, 23.7, 36, and 52. Specific AP references are summarized as follows:

- Part 4.3 addresses contractor-submitted paper documents and prescribes 52.204-4, *Printed or Copied Double-Sided on Recycled Paper*, for solicitations and contracts that exceed the simplified acquisition threshold (SAT).
- Part 11 includes policy guidance in 11.002(d) that outlines AP requirements and in 11.101 that states AP must be considered in creating requirements documents.

³ FAR 23.405(c) - *Environment, Conservation, Occupational Safety, and Drug-Free Workplace, Use of Recovered Materials*.

- Part 11.3 defines post-consumer material and recovered material. This part establishes policy for virgin and surplus materials; establishes special requirements for printing and writing paper; and prescribes 52.211-5, *Material Requirements*, for solicitations and contracts for supplies that are not commercial items.
- Part 23:
 - Specifies that agencies shall consider energy-efficiency in the procurement of products and services (23.203);
 - Implements and facilitates compliance with RCRA, requires agencies to establish an AP Program, identifies exception criteria, and requires a Contracting Officer justification if EPA-designated items above the micropurchase threshold are not acquired (23.405(c) and 23.4); and
 - Prescribes policies for obtaining environmentally preferable (to include biobased products) and energy-efficient products and services (23.7).
- Part 36 prescribed clauses include:
 - 36.601-3, *Applicable Contracting Procedures*, states that Architect-Engineer (A-E) firms must specify the maximum practicable amount of recovered materials, consistent with performance requirements, availability, price reasonableness, and cost effectiveness.
 - 36.602-1, *Selection Criteria*, provides selection criteria for A-E firms, requiring specialized experience and technical competence in energy conservation, pollution prevention, waste reduction, and the use of recovered materials as appropriate
- Part 52 prescribed clauses include:
 - 52.223-4, *Recovered Material Certification*, in solicitations that are for, or specify the use of, EPA-designated products containing recovered materials (Important Note: 52.223-4 should be accompanied by contract specifications that specify the percentage of recovered materials required by the contract);
 - 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*, in solicitations and contracts exceeding the SAT that include the provision at 52.223-4; and
 - 52.223-10, *Waste Reduction Program*, in all solicitations and contracts for contractor operation of government-owned or leased facilities and all solicitations and contracts for support services at government-owned or operated facilities.

- Note: Although AP is not specifically addressed in Parts 10, 12, 13, and 36 (specifically see 36.601-3 and 36.602-1), AP requirements should be considered when using these parts.

1.2.5 Description of Executive Orders 13123 and 13221

EO 13123, *Greening the Government Through Efficient Energy Management*, was written to significantly improve the federal government's energy management, as the nation's largest energy consumer, to save taxpayer dollars and to reduce emissions that contribute to air pollution and global climate change. EO 13123 contains specific goals for energy efficiency improvement, use of renewable energy, reduced use of petroleum, reduced production of greenhouse gases through reduced energy consumption, development of sustainable building design principles, and water conservation. EO 13123 also requires the purchase of Energy Star® and other energy efficient products. The Energy Star® program, which is overseen by U.S. EPA, provides an innovative energy performance rating system. Energy Star® labeled computers, monitors, copiers, printers, and fax machines will switch into a "sleep" mode after a specified period of non-use. When needed, these devices return automatically to the active mode (displaying an image, copying, receiving a fax, etc.) after a brief delay. The Energy Star® product listings are published at <http://www.energystar.gov/products>. Although EO 13123 address a variety of energy management principles and requirements, the AP Plan is limited to addressing the procurement aspects of EO 13123.

EO 13221, *Energy Efficient Standby Power Devices*, was written to further encourage energy conservation by the federal government. Standby power mode is different from the sleep mode because the user—not the machine itself—has switched off the device and must manually turn it back on. Power use in the standby mode is usually much lower than in the sleep mode. The Federal Energy Management Program (FEMP), overseen by the U.S. Department of Energy (DoE), publishes a listing of Low Standby Power products at <http://oahu.lbl.gov>.

1.2.6 Department of Defense Requirements

The DoD is preparing its own strategic plan in response to AP Program requirements. Details on the content and schedule for the DoD plan are not yet available. When complete, the DoD plan will be posted to the Air Force Center for Environmental Excellence (AFCEE) Web site (<http://www.afcee.brooks.af.mil/eq/eqhome.asp>).

1.3 Other Mandatory Purchasing Programs

The United States Congress has implemented other mandatory purchasing programs in addition to AP procurement requirements for all installations. Some of these additional mandatory purchasing programs are discussed below.

FAR Part 8.001 emphasizes the priority for meeting procurement needs via agency inventories and excess⁴. The Defense Reutilization and Marketing Office (DRMO) supply source consists of excess property received from the military services. The inventory is first offered for reutilization within DoD, transfer to other federal agencies, or donation to state and local governments and other qualified organizations. DRMO typically stocks a wide variety of items such as air conditioners, vehicles, clothing, and computers.

Javits-Wagner-O'Day (JWOD) and Federal Prison Industries, Inc. (UNICOR) are mandatory purchasing programs in addition to the AP requirements of EO 13101. The JWOD Program provides employment opportunities for more than 36,000 Americans who are blind or have other severe disabilities. JWOD orchestrates government purchases of products and services provided by nonprofit agencies employing disabled individuals throughout the U.S. The JWOD products can be purchased through office supply stores (e.g., Boise Cascade, Office Depot), government commerce portals (e.g., General Services Administration (GSA), DoD Electronic Mall), and base supply stores (e.g., Envision). Many AP requirements can be fulfilled through JWOD because JWOD industries try to provide environmentally preferable products. The JWOD Web site at http://www.jwod.gov/jwod/participate/current_distributors.html contains the most current list of participating suppliers.

The UNICOR Program is operated by Federal Prison Industries, Inc., in which inmates confined within the Federal Bureau of Prisons provide services or produce market-priced quality goods for sale to the federal government. The categories of environmental and recycling services and products offered by UNICOR are:

- Furniture Products
- Remanufacturing/Repairing
- Computer/Electronics Products

⁴ Capt Roy D. Thrailkill. 2002. *United States Air Force Government-wide Purchase Card (GPC) Program Reference Guide*. AFLMA Final Report LC200129100. Air Force Logistics Management Agency, Maxwell AFB, Gunter Annex, Alabama. May.

- Metals Products
- Signs & Graphics
- Toner Cartridges
- Laundry Services
- Textiles
- Printing Services
- Data Services

Each bullet listed above is hyperlinked to the associated Internet Web page. Under DFARS 208.602, contracting officers must consider UNICOR, but they may make a determination not to use UNICOR if the UNICOR product is not comparable in terms of price, quality, and time of delivery. The UNICOR Web site at <http://www.unicor.gov> has the most current list of products and services.

FAR Part 19 and its supplements provide guidance on the use of small business programs. There are several small business programs, some which are mandatory under certain circumstances. The small business programs do not usually conflict with the AP program since their purpose is to provide opportunities for small businesses rather than regulating the requirement. If EPP items are required, they can probably be provided by small business sources. If market research indicates otherwise, the requirement can be procured from a large business.

The Department of Energy's Federal Energy Management Program (FEMP) works to reduce the cost and environmental impact of the federal government by advancing energy efficiency and water conservation, promoting the use of distributed and renewable energy, and improving utility management decisions at federal sites. The mandate of FEMP is to lead the government toward more efficient use of energy resources. FEMP can help federal facility and energy managers achieve greater energy efficiency and cost-effectiveness in areas like:

- New construction,
- Building retrofits,
- Equipment procurements,
- Operations and maintenance (O&M), and
- Utility management.

Provisions of the Energy Star® and FEMP Buying Energy Efficient Products Programs, as mandated by EOs 13123 and 13221, were discussed previously in Section 1.2.5 of this AP Plan. Energy Star® and FEMP products include computers and other information technology products. The USAF has made the use of the AFWay Computer Store purchasing system mandatory for most information technology requirements.

Mandatory purchasing program suppliers are aware of AP requirements and many have begun to identify AP-compliant goods in their catalogs. FEMP is currently working with the Defense Logistics Agency (DLA) and GSA to help federal buyers identify low standby products in catalogs and supply schedules. When buying or specifying products, consumers can check to see whether the product qualifies for the Energy Star® label and also meets the recommended low standby power levels. FEMP maintains a Web-based database of models for products covered in this recommendation that have low standby power. Energy Star® is currently updating their Web-based database, which will include data on low standby power products based on this efficiency recommendation. Section 3.0 of this plan provides Web site links to several of the mandatory purchasing program catalogues that clearly distinguish AP-compliant items.

Table 1-1 presents a summary of the applicable regulatory, USAF, and FAR requirements with respect to AP. The table includes a brief description of each requirement and notes any relevant clarifications.

Table 1-1. Summary of Applicable Regulatory, U.S. Air Force, and FAR Requirements

Citation	Requirement	Notes
Executive Orders, Laws and Regulations		
RCRA Section 6002	Federal agencies must give preference in the acquisition process to products and practices that conserve and protect natural resources and the environment.	The regulatory authority for AP programs. Mandates four elements of an AP program: a preference program; a promotion program; a program for vendor estimates, certification, and verification; and a monitoring program.
EO 13101, <i>Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition</i>	Federal agencies must expand the AP Program to include other environmentally preferable products and services and biobased products designated by USDA. Contracts must include provisions to obligate the contractor to comply with all provisions of the EO. As new items are added to the CPG, the AP Program must be revised within 1 year of item listing. The EO also directs U.S. EPA to include AP in compliance inspections.	Supersedes EO 12873, <i>Federal Acquisition, Recycling, and Waste Prevention</i> , which required federal agencies to expand waste prevention and recycling programs and purchase U.S. EPA recycled-content designated items unless an exemption applied. The procuring agency is defined as DoD, not an individual installation. Because purchases of each U.S. EPA-designated item DoD-wide exceeds the \$10,000 annual purchase trigger, each installation's AP Program must address all designated items. AP applies to contracts for operation of government-owned or leased facilities, and also in contracts that provide for support services at government-owned or operated facilities, awarded after 14 September 1998. Applies to all CONUS installations, those in Alaska and Hawaii, as well as overseas installations if the goods or services are procured in the United States.
EO 13123, <i>Greening the Government through Efficient Energy Management</i>	Federal agencies are required to reduce energy and water use caused by facility operations.	The Energy Star [®] Program identifies products that have superior energy efficiency.
EO 13221, <i>Energy Efficient Standby Power Devices</i>	Federal agencies are required to purchase products that use no more than one watt in their standby power consuming mode.	The Department of Energy FEMP Program develops lists of recommended products that meet this requirement.
40 CFR Part 247	Federal agencies must include CPG items, as established by U.S. EPA, in their AP Program. Appropriated and Non-Appropriated Fund activities must participate in the AP Program.	Before being published by the U.S. EPA, CPGs are presented in draft form for comment from the public, manufacturers, distributors, and other interested parties. Comments are addressed and final rules are presented in the Federal Register. The list of CPG items is codified in this part. U.S. EPA has also issued RMANs to accompany the CPGs and provide detailed information on the designated items.
PL 107-171, the Farm Security and Rural Investment Act (a.k.a. the "Farm Bill")	Federal agencies will be required to include USDA's designated biobased products in their AP programs. Agencies must then purchase these products with biobased content unless an exemption (e.g., price, performance, or availability) applies.	Implementation begins once the USDA final list is published in the Federal Register. The biobased product program parallels the RCRA Section 6002 requirements for recycled-content purchasing. If a purchaser determines that a biobased product is more preferable based on environmental attributes, performance or price, the biobased product can be selected in place of a similar recycled-content product. USDA also will create a voluntary labeling program for biobased products.

Table 1-1. Summary of Applicable Regulatory, U.S. Air Force, and FAR Requirements (cont'd)

Citation	Requirement	Notes
DoD and U.S. Air Force Requirements		
Air Force Contracting Officer Guide to Affirmative Procurement	Contracting Officers must ensure AP-specific FAR clauses are included in all contracts, as applicable; written documentation of AP determinations are included in contract files; minimum boilerplate language is included at the beginning of contract language; and AP compliance is reported on DD Form 350.	Guide provides background information related to AP, including designation of products containing recovered materials (U.S. EPA-designated CPG items), EPP, and biobased items. Guide also presents market research assistance and links to AP Web pages.
AFI 32-7080, Pollution Prevention Program	Addresses Air Force policies, requirements, and responsibilities for pollution prevention programs, including AP. Requires USAF acquisition of recycled-content products to be based on U.S. EPA guidelines.	Revision is in progress. Although this AFI is within CE, its requirements apply beyond CE and the Environmental Department, to personnel in Contracting, Logistics, Operations, Legal, Safety, Bioenvironmental Engineering, and Public Affairs.
“Air Force Affirmative Procurement Program” memo, dated 31 May 2000 (Refer to Appendix C)	Covers the general requirements and approach the Air Force will take in implementing AP. Each MAJCOM and installation EPC, ELC, or ESOHC will oversee AP Program implementation and will charter a cross-functional team to execute the program.	Guides the implementation of the AP Program at USAF installations. Co-signed by CE and Contracting leadership, it contains requirements for both organizations. At Kaena Point STS, the EPC will act as the AP Team and will monitor execution of the program.
ETL 00-1, <i>EPA Guideline Items in Construction and Other Civil Engineering Specifications</i> (Refer to Appendix C)	CE specifications must include U.S. EPA-designated guideline items containing recycled material unless the recycled-content product does not meet specific performance, pricing, timing, or competition requirements.	Formerly ETL 94-7.
FAR, Subpart D		
Part 4 – <i>Administrative Matters</i>	Contractors must use recycled-content paper and print documents double-sided whenever practicable.	Contracting is responsible for ensuring the inclusion of applicable FAR clauses in all contracts.
Part 11 – <i>Describing Agency Needs</i>	Agencies must consider use of recovered material, the EPP criteria developed by EPA, and environmental objectives in specifications, requirements for supplies and services, and source selection factors.	CE and other requesting organizations are responsible for developing detailed project specifications that require use of AP-compliant items.
Part 23 – <i>Environment, Conservation, Occupational Safety, and Drug-Free Workplace</i> . Subpart 23.4 - <i>Use of Recovered Materials</i>	AP programs must require that all purchases of U.S. EPA-designated products contain recovered material, unless one of the exemption criteria applies. Written determinations must be placed in the contract file whenever an exemption is claimed for an acquisition exceeding the micropurchase threshold.	Micropurchases are less than \$2,000 for construction contracts (labor and materials) and less than \$2,500 for all other purchases.

Table 1-1. Summary of Applicable Regulatory, U.S. Air Force, and FAR Requirements (cont'd)

Citation	Requirement	Notes
FAR, Subpart D		
Part 23, Subpart 23.203	Federal agencies must purchase Energy Star® or other energy-efficient products designated by the Department of Energy's FEMP.	-----
Part 23, Subpart 23.7 – <i>Contracting for Environmentally Preferable and Energy-Efficient Products and Services</i>	Federal agencies must implement cost-effective contracting programs that favor EPP and must consider the use of biobased products.	-----
Part 36 – <i>Construction and Architect-Engineer Contracts</i>	Requires attention to environmental concerns in the A-E selection process and in the work that is performed by the chosen A-E firm.	-----
Part 52- <i>Solicitation Provisions and Contract Clauses</i>	Contains clauses prescribed by Part 23.	-----

Acronyms:

A-E =	Architect-Engineer	EPP =	Environmentally Preferable Purchasing
AFB =	Air Force Base	ESOHC =	Environment, Safety, and Occupational Health Committee
AFI =	Air Force Instruction	ETL =	Engineering Technical Letter
AP =	Affirmative Procurement	FAR =	Federal Acquisition Regulations
CE =	Civil Engineer(ing)	FEMP =	Federal Energy Management Program
CFR =	Code of Federal Regulations	MAJCOM =	Major Command
CONUS =	Continental United States	PL =	Public Law
CPG =	Comprehensive Procurement Guidelines	RCRA =	Resource Conservation and Recovery Act
DoD =	Department of Defense	RMAN =	Recovered Material Advisory Notice
EO =	Executive Order	USAF =	United States Air Force
ELC =	Environmental Leadership Council	USDA =	United States Department of Agriculture
EPC =	Environmental Protection Committee	U.S. EPA =	United States Environmental Protection Agency

Table 1-2 presents a summary of the requirements that installations and purchasers must follow under AP. It is organized by the three major components of EO 13101: CPG, EPP, and biobased products. All purchases are to take EPP into account, but there are no specific criteria for exemptions or record keeping for those exemptions.

Table 1-2. Summary of AP Requirements for Purchasers

Comprehensive Procurement Guidelines

Each installation must have an AP program that includes actions to address each of the four RCRA-mandated program elements (preference; promotion; vendor estimates, certifications and verification; and monitoring).

All purchases (in any amount), including GPC purchases, of U.S. EPA guideline items must comply with U.S. EPA recycled-content requirements unless an exemption applies. Exemptions must be documented for purchases above the micropurchase threshold (\$2,500 for purchases) and the documentation kept in the purchase file. If a GPC purchase exceeds \$2,500, exemptions must be documented.

If a contract includes the purchase of guideline items, the contract specifications must require the product to meet U.S. EPA recycled-content requirements, unless an exemption applies and a written determination is prepared.

Environmentally Preferable Purchasing

Installations must modify their AP programs as appropriate to include EPP principles and concepts, as presented in U.S. EPA's guidance⁵ and in U.S. EPA-sponsored pilot programs, to the maximum extent practicable.

Biobased Products

All installation AP programs will expand to include USDA-designated biobased products when the final product list and recommended percent biobased contents are published.⁶

AP =	Affirmative Procurement
EPP =	Environmentally Preferable Purchasing
GPC =	Government-wide Purchase Card
RCRA =	Resource Conservation and Recovery Act
USDA =	United States Department of Agriculture
U.S. EPA =	United States Environmental Protection Agency

⁵ U.S. EPA. *Final Guidance on Environmentally Preferable Purchasing*, 20 August 1999. EO 13101 requires updates every 2 years or as appropriate. Refer to <http://www.epa.gov/oppt/epp/guidance/finalguidance.htm> for a copy.

⁶ The biobased product list will be available at <http://www.biobased.oce.usda.gov/public/categories.cfm>.

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2.0 IMPLEMENTATION PLAN FOR KAENA POINT SATELLITE TRACKING STATION

This implementation plan outlines necessary actions to develop a successful AP Program at Kaena Point STS. This section presents:

- A summary of current procurement practices at Kaena Point STS
- Roles and responsibilities of key organizations accountable for AP Program implementation at Kaena Point STS
- Milestones for AP Program establishment
- Specific actions for AP Program implementation at the station
- Training options available to Kaena Point STS personnel
- AP future options

2.1 Summary of Procurement Practices

Kaena Point STS is host to a variety of organizations and contractors and receives support from various entities outside the station. The 22nd Space Operations Squadron, Detachment 4 (Det 4, 22 SOPS) at Kaena Point STS is part of the 50th Space Wing headquartered at Schriever AFB in Colorado. The station's mission is mainly operated by contractors, with minimal USAF personnel providing support as well. Detachment 4 functions include a Commander, Civil Engineer (CE), Information Manager/Security Manager, and Operations Officer.

Det 4, 22 SOPS purchases are made at the GSA store at Hickam AFB and at local vendors using GPCs and purchase orders. Hickam AFB issues GPCs to three cardholders at the station. Purchase orders are put in place for recurring services greater than \$2,500 or when providers will not accept the GPC. CE services are accomplished in-house and via contract. Hickam AFB, the U.S. Army at Schofield Barracks, and the U.S. Navy provide contracting services, including writing contracts, selecting contractors, and overseeing contract implementation. Most CE contracts are handled/awarded by the U.S. Navy, and the station CE reviews and approves designs and contract submittals.

Schriever AFB pre-approves all personal computer purchases and directly supplies central processing units. Computer monitors and printers may be purchased locally by CE. All vehicles at the station are serviced by contractors, either through the GSA leasing program or directly by the manufacturer for more specialized equipment. Det 4, 22 SOPS does currently not request

that the service stations use AP-compliant materials to service the vehicles out of a concern that the GSA lease requirements could be voided.

The 50th Space Wing Operations Space System Support (OSSS) Contractor oversees mission operations for the 50 SW at the station. Purchases are made at the GSA store for Det 4, 22 SOPS and OSSS contractor staff using a Det 4, 22 SOPS GPC, and at local vendors using a contractor-issued credit card and purchase orders. Schriever AFB directly supplies all personal computers. The OSSS contract includes one GSA-leased vehicle that is serviced off-site, as well as six additional non-CE GSA-leased fleet vehicles. The OSSS contractor does not request that the service station use AP-compliant materials to service them in order to maintain the lease requirements. Det 4, 22 SOPS leases a photocopier that they and the OSSS contractor use via the Hickam AFB Document Automation and Production Services contract. The necessary toner cartridges are provided via the copier lease. Copier paper is purchased at the GSA store.

The 30th Space Wing (30 SW) has a detachment staffed by contractors that operate a radar function. The 30 SW Mission Support contractor makes purchases at local vendors using a contractor-issued credit card and purchase orders. Vandenberg AFB directly supplies all needed personal computer equipment and provides QA oversight of the contract. The 30 SW owns the photocopier in use by the Mission Support Contract, and they purchase paper locally.

The Hazardous Materials Pharmacy (HAZMART) at Hickam AFB approves all hazardous materials purchases at the station, whether or not the purchase is made by U.S. Air Force or by contractor personnel.

For more detailed information regarding station procurement practices, refer to Appendix B of this plan.

2.2 AP Roles and Responsibilities

AP compliance is the responsibility of procurement and technical personnel within many station organizations. Table 2-1 presents the responsibilities for key functions at Kaena Point STS that have a role in procurement activities. In particular, the newly formed Environmental Protection Committee (EPC) is responsible for ensuring that the AP Program is implemented, while CE will be directly responsible for implementing program elements.

Table 2-1. Roles and Responsibilities for AP Plan Compliance at Kaena Point STS

Organization	General Duties/ Requirements	Cross Referenced to Action Items in Table 2-2	
		OPR for Item No.	OCR for Item No.
Det 4, 22 SOPS/CC (Station Commander)	Station Commander has overall responsibility for implementing the plan and ensuring compliance with state and local laws, EOs, and DoD and USAF policies and regulations.	None	8
Environmental Protection Committee	Assess execution of AP Program and assist with implementation challenges. Coordinate AP Program across all functional areas. Includes the Station Commander and representatives from CE, 50 SW OSSS, and 30 SW.	1-7	15, 30
Det 4, 22 SOPS/CE (Civil Engineer)	Act as main point of contact for AP compliance, keep the AP Plan current, compile monitoring program information, and provide technical guidance for the program. Ensure that contract requirement packages and purchase orders include AP language and that the program is effectively implemented. Ensure that QA oversight for all contracts other than the OSSS are verifying that materials used in projects match project specifications.	8-26, 28	2, 6, 7, 30
15 CONS/LGCP (Hickam AFB Contracting Policy)	Provide GPC holder training and develop purchase order requirements packages.	None	None
Det 4, 22 SOPS/DO (Operations Officer)	Approve AP-compliant purchases. (Note: this position will be eliminated in May 2004 and the duties reassigned to other Det 4, 22 SOPS personnel.)	None	None
Det 4, 22 SOPS/QA (Quality Assurance)	Provide surveillance of the 50 SW OSSS contractor and ensure that AP compliant materials are purchased.	24, 26, 27	25
Station-wide (GPC cardholders)	Understand AP purchasing methods, purchase goods that meet or exceed AP requirements, seek counsel and written resources from Det 4, 22 SOPS/CE and area vendors to make informed procurement choices.	None	18
50 SW OSSS	Understand AP purchasing methods, purchase goods that meet or exceed AP requirements, seek counsel and written resources from Det 4, 22 SOPS/CE and area vendors to make informed procurement choices. Site manager participates in the EPC.	None	None
30 SW Mission Support Contractor	Understand AP purchasing methods, purchase goods that meet or exceed AP requirements, seek counsel and written resources from Det 4, 22 SOPS/CE and area vendors to make informed procurement choices. Site Manager attends EPC meetings.	None	None

Table 2-1. Roles and Responsibilities for AP Plan Compliance at Kaena Point STS

Organization	General Duties/ Requirements	Cross Referenced to Action Items in Table 2-2	
		OPR for Item No.	OCR for Item No.
50 SW/JA (Legal)	Assess legal issues associated with AP and its implementation.	None	29
50 SW/XP (Plans and Programs)	Incorporate AP Plan compliance into Host/Tenant Agreements.	29	None

AP = Affirmative Procurement
 Det = Detachment
 DoD = Department of Defense
 EO = Executive Order
 GPC = Government-wide Purchase Card
 OCR = Office of Collateral Responsibility

OPR = Office of Primary Responsibility
 OSSS = Operations Space System Support
 QA = Quality Assurance
 SOPS = Space Operations Squadron
 SOW = Statement of Work
 SW = Space Wing

2.3 AP Program Establishment

In order to successfully implement affirmative procurement, a strong AP Program focused on achieving compliance with AP requirements as identified in EO 13101 and RCRA Section 6002, must be established. Major elements of the station's AP Program include:

Establishment of AP Team. The Kaena Point STS EPC will serve as the station's AP Team. The EPC consists of the Station Commander, CE, and the 50 SW OSSS Site Manager. The 30th SW Mission Support Contract Site Manager is invited to attend but is not a decision-maker.

- **Development of an AP Plan.** The AP Plan provides the framework for the station AP Program and addresses the four required AP Program elements, including preference; promotion; vendor certification, estimates, and verification; and annual review and monitoring. Additionally, the AP Plan may include a description of how the AP Program will be implemented at Kaena Point STS and any applicable checklists or forms that may be used to document and achieve AP compliance.
- **Execution of AP Program.** Once the AP Plan has been developed, it is the responsibility of all station personnel as well as the CE and EPC to implement the AP Program at the station.
- **Training of Selected Station Personnel.** The CE is responsible for providing training to key personnel at the station. Training provides information on regulatory drivers, requirements, station-specific AP policies, products, and sources for the CPG, EPP, and biobased aspects of the AP Program.
- **Outreach.** The EPC is responsible for promoting the AP Program to all station personnel and vendors. Public outreach strategies may include e-mails, information posted on the station's server, and recognition for AP achievers.
- **Program Maintenance and Monitoring.** In order to assess AP Program strengths and weaknesses, program monitoring must be conducted. Annual monitoring should include a review of program participation, record keeping, training participation, the need to update the AP Plan, and other criteria established by the EPC. Monitoring will provide opportunities to continuously improve the station AP Program as it progresses.

2.4 AP Implementation Process

Navigating the purchasing process in an AP-compliant manner can be challenging for project managers and procurement staff, but the process will become easier with time as implementation becomes a standard process. This section presents the Kaena Point STS AP implementation process that will be established. Additional resources that are available for use in maintaining and updating the implementation process are listed in Section 3.0 of this document. Effective implementation of the AP Plan will demonstrate compliance with the AP requirements of the EOs and RCRA, as discussed in Section 1.2.

The bullets below summarize the process for implementing AP at Kaena Point STS. The RCRA element(s) (preference; promotion; vendor certification, estimates, and verification; and annual review and monitoring) associated with each bullet are identified in brackets following the bullet text. Specific action items to support this process are provided in Tables 2-2 and 2-3, which are discussed in further detail later in this section. All checklists and forms referenced below are provided in Appendix A.

- **EPC.** The EPC, functioning as the station AP Team, will meet at a specified frequency and help oversee the implementation of the AP Program. [all AP Program elements]
- **AP Policy Statement.** A draft AP Policy Statement, to be signed by the station commander and endorsed by the EPC, establishes the expectation of the station community to implement AP. [promotion and preference elements]
- **Checklists/Forms.** Several forms have been developed in order to implement the AP Program. (1) A “GPC Purchasing Log” will be used to document individual GPC purchases below the micropurchase threshold (2) The “Affirmative Procurement Record” (“APR”) is for individual purchases over the micropurchase threshold (greater than \$2,500). AP actions addressed on the “APR” include-U.S. EPA-designated CPG items, USDA-designated biobased items, Energy Star® listed items, and FEMP Low Standby Power items, as well as EPP (3) The Station CE (Det 4, 22 SOPS/CE) and Quality Assurance Department (Det 4, 22 SOPS/QA) will document ongoing AP compliance during project quality assurance inspections using a verification checklist, titled “CE/QA AP Considerations and Guidelines” and (4) The “Affirmative Procurement Program Annual Review Form” will be used to evaluate

- the AP Program. All checklists and forms referenced and their associated user's guides are provided in Appendix A. [promotion, preference, and annual review and monitoring elements]
- **Exemptions.** An exemption from purchasing a U.S. EPA-designated CPG item or USDA-designated biobased item is allowed only if one or more of the following criteria are met: (1) the product fails to meet performance standards set forth in applicable specifications or by the procuring agency, or (2) the product(s) are not available within a reasonable period of time, or (3) the product(s) are only available at an unreasonable price, or (4) the product(s) are not competitively available. Documentation of exemptions is required for individual CPG items over the micropurchase level. No documentation is required for biobased exemptions at any purchase amount. Documentation is accomplished via the "APR" or "GPC Log," described previously in the bullet titled "Checklists/Forms." [preference element]
 - **GPC Procurement Actions and Warehouse Administrative Supply Purchase Requests Below the Micropurchase Level.** A "GPC Purchasing Log" will be completed for each item under the micropurchase threshold (less than \$2,500 in value) purchased using a GPC. (If a purchase over the micropurchase level is made via GPC, the purchaser completes the "APR.") The "GPC Purchasing Log" will be maintained in each cardholder's purchasing files for auditing purposes. The GPC holder is responsible for working with the purchase requestor, who is the most knowledgeable about the particular item(s) for purchase, to complete the log and ensure that a compliant purchase is made. Similarly, a "GPC Purchasing Log" will also be maintained at the warehouse, since warehouse administrative supply purchases are made using a station GPC. When Det 4, 22 SOPS personnel request administrative supply items for purchase, such as pads of lined note paper, they must complete the log so that the Stock Keeper knows which AP-compliant items to procure, or if an exemption is in place. [promotion and preference elements]
 - **GPC Procurement Actions Above the Micropurchase Level.** If an individual item exceeds \$2,500 in value, complete the "APR" for that item, regardless of purchase mechanism. (GPC purchases are allowed for items over \$2,500 in value with the appropriate approvals. Purchases may not be broken apart artificially to avoid ceiling limitations or reporting requirements. Consult 15 CONS/LGCP for guidance on appropriate use of GPC.) [preference element]

- **In-House CE Service Orders and Work Orders.** Station personnel will submit requests for work to Det 4, 22 SOPS/CE or Det 4, 22 SOPS/CEO. One of two forms will be used to initiate the AP process for CE projects: (1) the “APR,” for individual procurement actions over \$2,500, or (2) a “GPC Purchasing Log,” as described below.
 - **Service Orders.** The CEO Manager will complete the “GPC Purchasing Log” for each item purchased and receive pre-approval for purchases by Det 4, 22 SOPS/CE. The completed log will be maintained in the service order file. Any additional exemptions required during execution of the service order will be documented by CEO in an amended “GPC Purchasing Log,” approved by Det 4, 22 SOPS/CE, and retained in the service order file. Det 4, 22 SOPS/CE periodically reviews service order files to ensure proper completion of the appropriate form, appropriate use of exemptions, that the specified materials have been used on the project, and any blanket exemptions in place are still valid. [promotion; preference; and vendor certification, estimates, and verification elements]
 - **Work Orders.** The CEO Manager will complete one of the two forms, depending on the value of the individual items. For example, if no *individual* item exceeds \$2,500 in value, complete the “GPC Purchasing Log” for all items, even if the total cost of all items purchased exceeds \$2,500. If an individual item exceeds \$2,500 in value, complete the “APR” for that item, regardless of purchase mechanism, and complete the “GPC Purchasing Log” for the remaining items below the micropurchase level. (GPC purchases are allowed for items over \$2,500 in value with the appropriate approvals. Purchases may not be broken apart artificially to avoid ceiling limitations or reporting requirements. Consult 15 CONS/LGCP for guidance on appropriate use of GPC.) The initial completed form will be maintained in the work order file. The CEO Manager will document any additional exemptions required during execution of the work order in a revised “GPC Purchasing Log” or “APR,” approved by Det 4, 22 SOPS/CE and retained in the work order file. Det 4, 22 SOPS/CE periodically review work order files to ensure proper completion of the appropriate form, appropriate use of exemptions, that the specified materials have been used on the project, and any blanket exemptions in place are still valid. Blanket exemptions may be used for routine projects that cannot meet AP requirements as long as (1) AFSPC does not prohibit blanket exemptions, and (2) they are reviewed on an annual basis so as

not to become outdated. [promotion; preference; and vendor certification, estimates, and verification elements]

- **Outside Contract Support.** Kaena Point STS uses a non-base-level contracting office (*i.e.*, U.S. Army, U.S. Army Corps of Engineer for MILCON, U.S. Navy, or Hickam AFB 15 CONS) to award and administer all the station contracts. The “APR” will be used to implement AP, or its equivalent if another form is already in use by the other agencies. The requiring Det 4, 22 SOPS activity, typically CE, is responsible for completing the “APR.” The requiring Det 4, 22 SOPS activity will provide the form, along with standard “boilerplate” AP language (refer to Appendix E) and project specifications for insertion into the contract, to the selected contracting office. Copies of the completed “APR” will be forwarded Det 4, 22 SOPS/CE for station AP record keeping. Any additional exemptions that are required during execution of the project will be documented by the initiator of the change (the requiring activity or contractor) in an amended “APR” and submitted to the selected contracting office and Det 4, 22 SOPS/CE. Det 4, 22 SOPS/CE will use the “CE/QA Considerations and Guidelines” form to evaluate contract preparation, evaluate subsequent submittals, and ensure that the contracting office Quality Assurance Evaluator is performing satisfactory AP compliance audits. [promotion; preference; and annual review and monitoring elements]
- **Purchase Orders.** The end user, in consultation with Det 4, 22 SOPS/CE, will complete the “APR” when requesting 15 CONS/LGCP to establish a purchase order for purchases above the micropurchase threshold. Contracting will not establish the requirements documents for purchase orders without the completed form. The end user will perform the QAE function to ensure that the item purchased is in compliance with the information supplied on the “APR.” [promotion and preference elements]
- **Procurement Actions by 50 SW OSSS Contractor and 30 SW Mission Support Contractor.** The station contractors are responsible for implementing AP within their respective organizations and subcontracts. However, contractors are not required to use the forms in Appendix A as long as equivalent information to demonstrate AP compliance is readily available and easily reviewed for compliance. Documentation must address, at a minimum, CPG exemptions for guideline item purchases greater than \$2,500. The Det 4, 22 SOPS/QA will use the “CE/QA Considerations and

Guidelines” form to periodically assess 50 SW OSSS Contractor AP compliance. Det 4, 22 SOPS/QA will coordinate review of the 30 SW Mission Support compliance through the chain of command at Vandenberg AFB. [promotion and preference elements]

- **AP Program Monitoring.** Program monitoring will take place at least annually. The “Affirmative Procurement Program Annual Review Form” will be completed by the EPC, with the station community, and retained in Appendix E. [annual review and monitoring element]
- **Data Collection and Reporting.** DoD collects “contract information” via the Federal Procurement Data System (FPDS), using information provided in DD Form 350s. The information collected is reported to Congress annually to assess AP compliance for individual agencies and the federal government as a whole. Instructions for completing DD Form 350 are provided at <http://www.acq.osd.mil/dpap/dfars/html/previous/r20031001/253204.htm> . At the time this plan was developed, these instructions were being updated to clarify the guidance regarding collection of AP-related information on the form. Outside contract support agencies are responsible for supplying this information. [annual review and monitoring element]

Specific action items to support the process described above are provided in Table 2-2. This table includes a list of action items either already underway or to be undertaken for implementing the AP Program. The action items in Table 2-2:

- Include the Office of Primary Responsibility [OPR] and Office of Collateral Responsibility [OCR], an implementation frequency, and detailed notes.
- Are sorted by OPR to distinguish the implementation responsibilities of various office(s).
- Are numbered for ease of reference. Action items are not necessarily ordered sequentially in terms of an implementation timeline. The implementation frequency column indicates when an action item should be performed.

- Address at least one of the following four required RCRA elements: preference (PREF); promotion (PRO); vendor certifications, estimates, and verification (VC); and annual monitoring and review (AR). The applicable RCRA element is denoted within the task number column.

While Table 2-2 has numerous action items, many of them are start-up actions that only need to be performed once. The implementation frequency column distinguishes between one-time and ongoing actions.

Table 2-2. Action Plan for AP Compliance at Kaena Point STS

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = EPC				
1. PREF	Read the Kaena Point STS AP Plan and become familiar with the tools and resources available.	OPR = EPC	Prior to first AP meeting.	It will be especially important for the EPC to review and understand the AP implementation plan and its role in the implementation process.
2. PREF	Conduct AP Meeting 1.	OPR = EPC OCR = Det 4, 22 SOPS/CE	One-time.	The Kaena Point STS EPC discusses the goals and objectives of the AP Plan. Det 4, 22 SOPS/CE provides an overview, and summarizes specific contracting requirements. Potential action items include: <ul style="list-style-type: none"> • Identify procedures/contracts for goods or services that require AP items. • Identify key members who will be responsible for distributing updated AP information and implementing the AP Plan. • Review purchasing checklists and make any needed changes. • Review the policy memorandum implementing the AP Plan. • Identify procedures that could be changed to promote AP purchases. • Select the appropriate training options – instructor-based versus computer-based, or a combination thereof.
3. PRO	Select an instructor-based training provider if the classroom training method is selected by the EPC. Request funding for instructor-based training as necessary.	OPR = AP Team	One-time.	Installation personnel may provide instructor-based training. If an outside provider is desired, plan in advance in order to fund and select a vendor or government supplier. Refer to Section 2.5 of this document for information on instructor-based training.
4. PRO	If offered, require instructor-based training for key members of the station community with purchasing and contracting responsibilities.	OPR = EPC	Initial and as needed thereafter.	Instructor-based training can help raise awareness and kick off the program. Refer to Appendix D for AP training fliers and fact sheets to be sent to affected organizations. Subsequent training can be computer-based per Action Item 5.

* RCRA Section 6002 Mandated Elements:

PREF = Preference

VC = Vendor Certification, Estimates, and Verification

PRO = Promotion

AR = Annual Review and Monitoring

Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = EPC				
5. PRO	Require Web-based training via AFCEE Web University if instructor-based training is not offered, or for individuals who cannot attend the instructor-based training, and for refresher training.	OPR = EPC	Initial and as needed thereafter.	Refresher training is typically completed annually. Refer to Section 2.5 of this document for information on Web-based training. Refer to Appendix D for AP training fliers and fact sheets to be sent to affected organizations.
6. PREF	Conduct follow-on AP-oriented EPC meetings.	OPR = EPC OCR = Det 4, 22 SOPS/CE	Quarterly for 1 year with a minimum of annual meetings thereafter.	Action items may include the following: <ul style="list-style-type: none"> • Review information on procedures/contracts for goods or services that require AP items. • Review information regarding methods of collecting AP information (compliance assurance). • Discuss the program progress to date. • Identify any obstacles encountered to date. • Discuss any concerns or comments raised by personnel during training and/or program implementation.
7. AR	Review the effectiveness of the AP Plan and Program using the “Affirmative Procurement Program Annual Review Form.” Retain completed form in Appendix E. Report annual review findings to the EPC.	OPR = EPC OCR = Det 4, 22 SOPS/CE	Annually.	As part of the annual review, update the AP Plan to reflect any AP policy or EPC member changes. Refer to Appendix A for a copy of the “Affirmative Procurement Program Annual Review Form.”

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE				
8. PREF	Write a station-wide AP Policy Memorandum and have it signed by the Installation Commander.	OPR = Det 4, 22 SOPS/CE OCR = Station Commander	Prior to AP Meeting 1.	Refer to Appendix E for a copy of a draft policy statement. The policy should include the following: <ul style="list-style-type: none"> • A statement of the AP Program goals and objectives for Kaena Point STS (e.g., all CPG items purchased will be composed of the highest percentage of recovered materials practicable unless an exemption applies). • A mandate that all station organizations, tenants, and contractors that want to do business with the station must comply with AP requirements.
9. PRO	Select a provider if the EPC elects to offer an instructor-based training. Request funding for instructor-based training for selected individuals.	OPR = Det 4, 22 SOPS/CE	One-time.	Plan in advance in order to fund and select a contractor or government supplier. Refer to Section 2.5 of this document for information on instructor-based training.
10. PREF	Check the Energy Star® and FEMP Web sites for announcements of new product listings and revisions to guidance. Revise the AP Plan accordingly.	OPR = Det 4, 22 SOPS/CE	Check quarterly and revise annually.	CE is best suited for this action item because its members are more familiar with items falling under the Energy Star® and FEMP guidelines. Revise the AP Plan within one year of a newly listed AP product and/or requirement. Refer to http://www.energystar.gov/products for Energy Star® product listings. Refer to http://oahu.lbl.gov for the FEMP Low Standby Power product listings.
11. PREF	Check the USDA Web site for announcements of new product listings. Revise the AP Plan accordingly. Revise the “APR” to include biobased products once the product list is finalized.	OPR = 21 SOPS/CEV	Check quarterly and revise annually.	Revise the AP Plan within one year of a newly listed biobased product and/or requirement. Develop a checklist similar to the “APR” located in Appendix A. Refer to http://www.biobased.oce.usda.gov/public/categories.cfm .
12. PREF	Check the U.S. EPA Web site for announcements of new product listings and revisions to EPP guidance. Revise the AP Plan accordingly.	OPR = 21 SOPS/CEV	Check quarterly and revise annually.	Revise the AP Plan within 1 year of a newly listed AP product and/or requirement. Refer to http://www.epa.gov/cpg/products.htm .

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE				
13. PREF	Periodically review the AP Policy memorandum for accuracy and amend based on regulatory developments if necessary.	OPR = Det 4, 22 SOPS/CE	Annually.	None
14. VC, AR	Coordinate arrangements for AP compliance assessment of 30 SW Mission Support Contractor with the chain of command at Vandenberg AFB.	OPR = Det 4, 22 SOPS/CE	One-time.	The QAE for the 30 SW Mission Support Contractor is located at Vandenberg AFB. Ensure that AP compliance audits are taking place, either through systems already in place under Vandenberg AFB's AP Plan, or as delegated to Det 4, 22 SOPS/CE by Vandenberg AFB. Ensure host/tenant agreements (refer to item No. 29) reflect the selected arrangement.
15. PRO	Implement ongoing station-wide outreach program.	OPR = Det 4, 22 SOPS/CE OCR = EPC	Publish a one-time program kickoff article in the quarterly CE newsletter. Complete remaining items as feasible.	<p>The outreach program may include:</p> <ul style="list-style-type: none"> • Including AP articles and information in the quarterly CE newsletter. • Posting the AP Plan, purchasing tools, forms, checklists, and Web links (e.g., U.S. EPA, USDA, JWOD, UNICOR, GSA, DLA, etc.) on the LAN shared drive. • Sending out quarterly emails emphasizing AP with links to the LAN shared drive. • Distributing pre-assembled AP brochures and fact sheets. • Providing AP Web sites, important phone numbers, and "Buy Green" stickers for GPC holders. <p>Refer to Section 4 for tools and resources to promote the AP Program.</p> <p>Retain copies of fact sheets, articles, e-mails, <i>etc.</i>, in Appendix E to document program outreach.</p>
16. PRO	Create "APR" and "GPC Purchasing Log" training slides and post on the LAN shared drive.	OPR = Det 4, 22 SOPS/CE	Review at least annually. Update as new requirements emerge. (Refer to items Nos. 10, 11, and 12.)	<p>Station personnel should be informed of the location of these slides during initial training. Occasional reminders of the "APR" and "GPC Purchasing Log" training slides can be included in the monthly environmental e-mail newsletters.</p> <p>Recommend making the training slides available to 50 SW OSSS and 30 SW Mission Support Contractor personnel as well.</p>

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE				
17. PREF	Implement the use of an “APR” to document compliance for purchases above the micropurchase level (greater than \$2,500).	OPR = Det 4, 22 SOPS/CE OCR = Detachment 4 personnel	Ongoing.	Detachment 4 personnel will complete this checklist and maintain it in their purchasing files. This checklist demonstrates AP compliance for purchases above the micropurchase level (\$2,500 dollars). Refer to Appendix A for copy of the “APR.”
18. PREF	Implement the use of a “GPC Purchasing Log” for GPC holders and to supplement the warehouse purchase request sheet.	OPR = Det 4, 22 SOPS/CE OCR = GPC holders, Warehouse Stock Keeper	Ongoing.	GPC holders and station personnel requesting supplies be purchased via the warehouse will complete this log. Logs will be maintained in the GPC purchasing files and at the warehouse. This checklist demonstrates AP compliance for purchases below the micropurchase level (\$2,500 dollars). If needed, the GPC holder and/or Warehouse Stock Keeper will work with the purchase initiator to ensure the appropriate information is supplied in order to make compliant purchases. Refer to Appendix A for copy of the “GPC Purchasing Log.”
19. VC	Review Det 4, 22 SOPS/CEO Service Order and Work Order shopping lists and “GPC Purchasing Logs” or “APRs” prior to purchases to ensure AP compliance.	OPR = Det 4, 22 SOPS/CE	Ongoing.	This item expands Det 4, 22 SOPS/CE’s pre-approval of CEO Service Order and Work Order shopping lists from strictly budgetary to include AP compliance. (Refer to item No. 28.)
20. AR	Review effectiveness of station AP training and modify training program accordingly.	OPR = Det 4, 22 SOPS/CE OCR = EPC	Annually.	Include the following in the review: <ul style="list-style-type: none"> • Organizations receiving training. • Frequency of training. • Feedback from select individuals (can they recall content, was training helpful in fulfilling job responsibilities and AP mandates, are improvements needed, etc.). Report findings to EPC as part of the Annual Review process. Document findings on the “Affirmative Procurement Program Annual Review Form” included in Appendix A. AFCEE’s Web University electronic training records eliminate the need for paper copies of training certificates. Refer to Section 2.5 for information on training.

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE				
2I. PREF	<p>Include the following in all contracting requirements packages, which are provided to outside contract support:</p> <ul style="list-style-type: none"> • “APR” • “CE/QA Considerations and Guidelines” • Boilerplate AP contract language • Detailed project specifications that mandate AP, or a referral to AFCEE guidance • AP/EPP fact sheet • Biobased Products fact sheet once USDA issues final recommendations (refer to item No. 11) 	OPR = Det 4, 22 SOPS/CE or other Det 4, 22 SOPS requiring activity	Ongoing	<ul style="list-style-type: none"> • The OPR will either have completed the “APR” or will have specified that the bidder complete the “APR” (refer to Appendix A). Unless the OPR initiates the change, it is the responsibility of the contractor to amend the “APR” (as needed), thereby documenting exemptions identified during contract performance, and submit it to the contracting office. The OPR must amend the “APR,” as appropriate, for any modifications made to the specifications or SOW and submit it for inclusion in the contract file. • The outside contract support will complete the “CE/QA Considerations and Guidelines” or its equivalent during performance of the contract and provide a copy to the OPR for approval. • Example boilerplate AP contract language is provided in Appendix E. For detailed project specifications, the OPR will include AP along with other technical considerations, or require the contract support to perform this function and review the results. For guidance on writing detailed specifications, refer to AFCEE’s <i>Guide to Green Purchasing</i> available at http://www.afcee.brooks.af.mil/eq/ap/gg/default.asp. Although service contract rules prohibit the station from specifying how a service will be accomplished, the contract should direct the contractor to comply with AP requirements if an AP good were to be used during fulfillment of the service. • Contractors are the target audience for the fact sheet. The purpose is to educate and inform bidders about AP. It may be helpful to also supply/refer contractors to the AP Program fact sheet (refer to Appendix D for examples). USDA will likely make fact sheets available when biobased product recommendations are published.

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE				
22. AR	Contact the MILCON and non-base-level contracting offices to reach an agreement ensuring AP is incorporated into the projects performed by these organizations at Kaena Point STS. Ensure that the selected outside contract support completes the AP-related portion of DD Form 350 for contracts \$25,000 and more in value.	OPR = Det 4, 22 SOPS/CE	Ongoing.	The MILCON contractors and the non-base-level contracting offices are government organizations required to implement their own AP programs. For MILCON projects, discussions must include the MAJCOM at Peterson AFB. Request that the selected outside contract support provides a letter certifying completion of the AP portion of DD Form 350, as applicable. Items B12F and B12G in DD Form 350 can be used to assess the number of contracts that include AP-related FAR clauses.
23. PREF, VC	<p>Review contracts, specifications, and scopes of work prepared by outside contract support at the 60 percent completion level to ensure:</p> <ul style="list-style-type: none"> The appropriate FAR clauses are included for A&E contracts, and that the appropriate clauses are included for all contracts based on their value. Service contract scopes highlight the required consideration of AP-compliant items. <p>During the A-E firm selection process, evaluate potential A-E candidates using FAR 36.602-1 selection criteria. FAR 36.602-1 provides selection criteria for A-E firms, requiring specialized experience and technical competence in energy conservation, pollution prevention, waste reduction, and the use of recovered materials as appropriate.</p>	OPR = Det 4, 22 SOPS/CE	Ongoing and as contracts come up for renewal.	<p>FAR 36.601-3 requires that A-E firms must specify the maximum practicable amount of recovered materials, availability, price reasonableness, and cost effectiveness. For <u>all</u> contracts that specify the use of AP-compliant materials:</p> <ul style="list-style-type: none"> Include the “Recovered Material Certification” provision, FAR 52.223-4. This clause states that the vendor certifies, by signing their bid document, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications. <p>For contracts greater than \$100,000 that specify the use of AP compliant materials:</p> <ul style="list-style-type: none"> Include the “Estimate of Percentage of Recovered Material” provision FAR 52.223-9. Per this clause, vendors must: estimate the percentage of recovered material content in CPG items purchased under the contract, specifically the amount of post-consumer recycled material content and total recycled material content; and certify upon completion of the contract that the percentage of recovered content used in the performance of the contract met the applicable contract specifications.

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/CE and Det 4, 22 SOPS/QA				
24. PREF	Review existing service and supply contracts to determine presence of AP language.	OPR = Det 4, 22 SOPS/CE, Det 4, 22 SOPS/QA	Ongoing.	If existing contracts cannot be revised, flag contract files to include this language upon renewal/re-bidding.
25. VC, AR	Implement the use of a “CE Manager/QA Considerations and Guidelines Checklist” to review the completed “APRs,” “GPC Logs,” or equivalent contractor-supplied information.	OPR = Det 4, 22 SOPS/CE OCR = Det 4, 22 SOPS/QA	Ongoing.	Complete this checklist when performing quality assurance duties. This checklist will demonstrate AP compliance of submittals and materials. Refer to Appendix A for a copy of this checklist.
26. VC	Review vendor estimates and certifications for completeness and accuracy. Document results on the “CE/QA Considerations and Guidelines” checklist.	OPR = Det 4, 22 SOPS/CE, Det 4, 22 SOPS/QA	Ongoing.	For projects over \$100,000, outside contract support inserts the clause at FAR 52.223-9 and contractors must submit an estimate of recycled materials. The OPR verifies that the estimate is reasonable during design review and checks for compliance during execution. Ensure that outside contract support provides the vendor estimates and certifications to the station for review prior to their approval, and that copies of approved submittals are retained at both the station and in the official contract files. Refer to Appendix A for a copy of this checklist.

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Det 4, 22 SOPS/QA				
27. AR	Spot-check 50 SW OSSS contracting files for documentation of AP compliance and report findings to EPC as part of the Annual Review process. Document results on the “CE/QA Considerations and Guidelines” checklist and retain in contract QA files.	OPR = 22 SOPS/QA	Annually.	<p>File review may include:</p> <ul style="list-style-type: none"> Check for the presence of AP documentation (at a minimum exemptions must be in place for non-compliant CPG purchases over the micropurchase [greater than \$2,500] level) if the 50 SW OSSS elects not to adopt station checklists. Vendor certifications, estimates, and project manager verifications for contracts valued at or above \$100,000. <p>Compile summary of findings and provide copy to Det 4, 22 SOPS/CE for inclusion in Appendix E.</p> <p>Document findings on the “Affirmative Procurement Program Annual Review Form” included in Appendix A.</p>
OPR = Det 4, 22 SOPS/CEO				
28. PREF	Complete “APR” or “GPC Purchasing Log” for all CEO purchases. Revise “APR” or “GPC Purchasing Log” to document any exemptions required during Service Order or Work Order execution. Retain in purchasing file.	OPR = Det 4, 22 SOPS/CEO OCR = Det 4, 22 SOPS/CE	Ongoing	Det 4, 22 SOPS/CEO pre-approves CEO Service Order and Work Order shopping lists from both a budgetary and an AP compliance standpoint (refer to item No. 19).
OPR = Other Organizations				
29. PREF	Incorporate AP compliance into Host/Tenant Agreements.	OPR = 50 SW/XP OCR = 50 SW/JA	Ongoing.	Kaena Point STS may act as a consulting party, but is up to each tenant organization to create a plan specific to their procurement practices if they choose not to adopt the Kaena Point STS AP Plan.

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Table 2-2. Action Plan for AP Compliance at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Implementation Frequency	Notes
OPR = Other Organizations				
30. PREF	Create blanket AP exemptions for materials that continually cannot meet specifications.	OPR = Procuring Organization OCR = Det 4, 22 SOPS/CE, EPC	One-time. Review annually thereafter.	<p>The procuring organization creates the blanket exemption using the “APR” as a template. Refer to Appendix A for the form.</p> <p>For example, Det 4, 22 SOPS/CEO may create a blanket exemption for the use of re-mixed exterior paint if it does not meet technical specifications. Det 4, 22 SOPS/CEO will review and approve blanket exemptions before they are used and post completed blanket exemptions on the Intranet site.</p> <p>The EPC will review the status of blanket exemptions annually. When performing annual review, confirm that:</p> <ul style="list-style-type: none"> Justification is still valid (require requesting organization to document basis and resources consulted). HQ AFSPC does not prohibit blanket exemptions.

Acronyms:

AFCEE =	Air Force Center for Environmental Excellence	DLA =	Defense Logistics Agency	OCR =	Office of Collateral Responsibility
AFSPC =	Air Force Space Command	EO =	Executive Order	OPR =	Office of Primary Responsibility
AP =	Affirmative Procurement	EPC =	Environmental Protection Committee	RCRA =	Resource Conservation and Recovery Act
APR =	Affirmative Procurement Record	FEMP =	Federal Energy Management Program	SOPS =	Space Operations Squadron
CE =	Civil Engineer	GPC =	Government-wide Purchase Card	STS =	Satellite Tracking Station
CEC =	Civil Engineer(ing) Construction	GSA =	General Services Administration	SW =	Space Wing
CEO =	Civil Engineer(ing) Operation	HQ =	Headquarters	USDA =	United States Department of Agriculture
COCESS =	Contractor Operated CE Supply Service	JA =	Legal	U.S. EPA =	United States Environmental Protection Agency
CPG =	Comprehensive Procurement Guidelines	JWOD =	Javitis-Wagner-O'Day	UNICOR =	Federal Prison Industries, Inc.
DD or DoD =	Department of Defense	LAN =	Local Area Network	XP =	Plans and Programs

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PRO = Promotion AR = Annual Review and Monitoring

2.5 Training Process

Training plays an integral part in achieving AP compliance. Kaena Point STS can use a combination of instructor-based and Web-based training to educate station personnel. The overall responsibility of ensuring station personnel receive AP training belongs to the EPC. Training can be provided by station personnel, other resources in the federal government, and/or outside contractors. These training options are described below. Note that 50 SW OSSS Contractor and 30 SW Mission Support Contractors are responsible for understanding and implementing AP in their respective organizations. They are therefore encouraged, but not required, to attend training offered by the station.

2.5.1 Instructor-based Training

Instructor-based training for individuals with procurement responsibilities can kick off the program and educate specially selected audiences. The EPC can identify key station personnel for the classroom training session. The benefits that instructor-based training provides are:

- An opportunity for the EPC to ask for the commitment from key personnel at Kaena Point STS who are most integral in ensuring the success of the AP Program;
- A block of uninterrupted time when key personnel may focus their attention on AP issues;
- Instant feedback to questions from the facilitators; and
- An opportunity for various organizations to share ideas and experiences about AP issues as they relate to their specific organizations.
- Ability to tailor information and examples to audience and pass on recent changes and information.

The disadvantages of instructor-based training can be cost and time to administer.

In addition to or instead of station personnel conducting instructor-based training, a variety of organizations can also provide such training. Potential offerors include:

- The U.S. Army Center for Health Promotion and Preventive Medicine Groundwater and Solid Waste Program presents Procurement Seminars for interested parties (contact *Pat.Rippey@apg.amedd.army.mil* or *Beth.Martin@apg.amedd.army.mil*).

- AFCEE offers staff assistance visits that may include training (contact karen.kivela@brooks.af.mil).
- The White House Task Force on Waste Prevention and Recycling (contact arnold.dana@ofee.gov or susan.weber@ofee.gov).
- The Office of the Federal Environmental Executive (OFEE) offers green purchasing training to agency contracting, environmental, and facilities staff (see <http://www.ofee.gov/gp/gp.htm> for contact information).
- The Center for a New American Dream, an organization dedicated to responsible consumption and protection of the environment (contact scot@newdream.org).

2.5.2 Web-based Training

A Web-based training program for those who cannot attend the classroom training, or who are not targeted to attend the classroom training, is currently available free of charge through the AFCEE Web University, accessed at the following Web site:

<https://webu.brooks.af.mil/webu/secure/logincampus.asp>.

The AFCEE Web University training is composed of general modules and function-specific modules for Contracting, CE, and GPC holders. It provides comprehensive training, discusses biobased and EPP requirements, and is also programmed to track attendance records of personnel who successfully complete the course.

It is the duty of the EPC to annually evaluate new personnel who need to complete AP training. In the future, the station may wish to develop an interactive training module specific to the Kaena Point STS AP Plan.

The AP Program at Kaena Point STS requires the use of several, station-specific forms. Personnel who do not attend instructor-based training will receive instruction on the use of these forms via the following methods:

- **GPC Purchasing Log and APR.** Training on the use of the “GPC Purchasing Log” to document AP compliance with respect to micropurchases and the “APR” to document AP compliance for purchases above the micropurchase threshold will be provided by means of training slides posted on the station’s shared LAN. The CE will be responsible for creating and maintaining the training slides.

- **CE/QA Considerations and Guidelines Checklist.** Training on the checklist to be used in documenting compliance with the AP Program during quality assurance evaluations of projects will be provided by Det 4, 22 SOPS/CE to Det 4, 22 SOPS/QA.

2.6 AP Future Options

The current goal of Kaena Point STS is to successfully implement a functional AP Program that complies with all applicable regulatory requirements at the station. Once this goal has been achieved, the EPC may choose to investigate opportunities to enhance the Kaena Point STS AP Program. Table 2-3 presents a list of action items that Kaena Point STS may wish to incorporate into the AP Program after it has become well established. The action items in Table 2-3:

- Include the office(s) of primary and collateral responsibility (OPR and OCR, respectively) and detailed notes.
- Are numbered for ease of reference. They are not necessarily ordered sequentially in terms of an implementation timeline.
- Address at least one of the following four required RCRA elements: preference (PREF); promotion (PRO); vendor certifications, estimates, and verification (VC); and annual monitoring and review (AR). The applicable RCRA element is denoted within the task number column.

Table 2-3. Future AP Actions for Consideration at Kaena Point STS

No.*	Action Item	Responsibility	Notes
1. PRO	Implement a 50 SW AP Working Group consisting of AP Team Leaders at all 50 SW installations to provide an opportunity for information exchange.	OPR = HQ AFSPC/CEVV	Utilize the AP Working Group as a forum to discuss AP strategies, challenges, and successes across the Wing.
2. PREF	Implement an opportunity assessment program to identify AP-compliant products to replace those often claimed for exemption.	OPR = Det 4, 22 SOPS/CE to contract and oversee assessment. OCR = EPC to approve project; all organizations to participate as needed.	Can be combined with opportunity assessments required by AFI 32-7080 for pollution prevention activities. EPC to identify target areas based on results of annual monitoring and review.
3. PRO	Develop an AP process flowchart with links to associated forms and checklists, and post on the LAN.	OPR = Det 4, 22 SOPS/CE	An AP process flowchart would illustrate the AP process and the steps for compliance with the Kaena Point STS AP program.
4. PRO	Create an AP library, provide a list of the contents on the station LAN, and send an e-mail to key personnel notifying them of the newly available information.	OPR = Det 4, 22 SOPS/CE	GPC holders, Det 4, 22 SOPS/QA, Det 4, 22 SOPS/CEO, and the Site Managers for 50 SW OSSS and 30 SW Mission Support require the most current AP information.
5. PRO	Develop a web-based training module specific to Kaena Point STS practices and points-of-contact. Use for follow-up and refresher training.	OPR = Det 4, 22 SOPS/CE OCR = EPC	The web-based training should be programmed to allow users to post comments and questions. Trainees should be required to complete a feedback questionnaire to aid in the review of program effectiveness and to suggest improvements. The Det 4, 22 SOPS/CE would coordinate this effort with the AFCEE Web University Program Manager to investigate the possibility of using the Web University as a host for this Kaena Point-specific training.
6. PREF	Develop and publish a list of vendors who: <ul style="list-style-type: none"> Support Kaena Point STS's commitment to purchase AP-compliant materials, including Energy Star® certified products. Can supply AP-compliant materials to replace those that are often claimed as exemptions (as based on the annual program review). Publish qualifying vendors on station's LAN.	OPR = Det 4, 22 SOPS/CE OCR = EPC; 50 SW Legal Office	Organizations on the station procure items from a variety of supply sources. Have members of the EPC put together a list of vendors they have utilized in the past that made it a priority to stock AP-compliant materials or are willing to work with Kaena Point STS to obtain these types of items. Consult with the Legal Office to ensure that information is presented in a manner that does not preclude competition.

* RCRA Section 6002 Mandated Elements:

PREF = Preference

VC = Vendor Certification, Estimates, and Verification

PRO = Promotion

AR = Annual Review and Monitoring

Table 2-3. Future AP Actions for Consideration at Kaena Point STS (cont.)

No.*	Action Item	Responsibility	Notes
7. PRO	Establish an e-mail group for the procurement officials and station personnel to submit information about vendor performance, new AP-compliant products, or other AP issues.	OPR = Det 4, 22 SOPS/CE OCR = 50 SW/JA	Additional questions and issues are likely to be identified as the general station population becomes more familiar with the AP program. Consult with the Legal Office to ensure that the vendor information submitted is evaluated in a manner that does not preclude competition.
8. PRO	Implement an incentive program to highlight EPP success stories and reward high rates of AP Program compliance.	OPR = Det 4, 22 SOPS/CE	Offer quarterly awards the first year to promote increased program awareness. Follow with annual awards thereafter. Awards should consist of an announcement in the quarterly CE newsletter, along with a rotating trophy made from recycled materials and a monetary award for quality of life use. Post these EPP success stories on the station LAN. Posting success stories will serve as an example that it is possible to purchase products that meet environmental as well as technical requirements.
9. PRO	Expand the AP Outreach Program to include AP Quizzes published in the quarterly CE newsletter.	OPR = Det 4, 22 SOPS/CE	“AP Quiz” would be a one-question, educational quiz in an advertisement format with the goal of reminding the station community about AP in a humorous, educational style. A “Quality of Life” award could be offered for a raffle drawing of everyone that provides a correct answer to the quiz question.
10. AR	Establish a reporting program when DoD adopts formal metrics.	OPR = 21 SOPS/CEV with assistance from others to be determined	Reporting is not a RCRA-mandated element for AP programs. DoD has not formally identified AP Program metrics, but the following have been proposed: <ul style="list-style-type: none"> • Performance Measure 1: A decrease in DD Form 350 Line B12F Code “E”. Data will be collected from the FPDS’s DD Form 350 database. • Performance Measure 2: An increase in the purchase of “green” indicator items. Data will be collected from the DLA ERLS web-based tool. • Performance Measure 3: An increase in the number of personnel trained in AP Program requirements. Data collection methodology has not been determined. (Note: Installations using the AFCEE Web University course to train their personnel would have the advantage of automatic data collection because the Web University registration database will gather and record student information. Additionally, the Defense Acquisition University (DAU) may be a possible source and tracking mechanism.)

Acronyms:

AFCEE = Air Force Center for Environmental Excellence
 AFI = Air Force Instruction
 AFS = Air Force Station
 AP = Affirmative Procurement
 CEVV = Civil Engineer(ing) Pollution Prevention
 CPG = Comprehensive Procurement Guidelines
 DAU = Defense Acquisition University
 DoD = Department of Defense

EO = Executive Order
 EPC = Environmental Protection Committee
 ERLS = Environmental Reporting Logistics System
 FPDS = Federal Procurement Database System
 FAR = Federal Acquisition Regulation
 GPC = Government-wide Purchase Card
 OCR = Office of Collateral Responsibility

OPR = Office of Primary Responsibility
 OSSS = Operations Space System Support
 RCRA = Resource Conservation and Recovery Act
 SOPS = Space Operations Squadron
 SW = Space Wing
 USDA = United States Department of Agriculture
 U.S. EPA = United States Environmental Protection Agency

* RCRA Section 6002 Mandated Elements:

PREF = Preference
 PRO = Promotion
 VC = Vendor Certification, Estimates, and Verification
 AR = Annual Review and Monitoring

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3.0 TOOLS AND RESOURCES

Procurement and technical personnel must work diligently to keep up-to-date on all information regarding AP. Changing laws and regulations and newly identified CPG and biobased products make this imperative. Glossaries of useful terms related to EPP and AP requirements are presented in Appendix C.

The following tools and resources are highlighted so that those directly involved in AP may remain current:

- For **updated CPG product lists**, the U.S. EPA Web address is <http://www.epa.gov/cpg/products.htm>.
- For **updated biobased product lists**, the USDA Web address is <http://http://www.biobased.oce.usda.gov/public/categories.cfm>.
- For **updated lists of products and manufacturers that have earned Energy Star® seal**, the Web address is <http://www.energystar.gov>
- For **updated lists of Low Standby Power devices and manufacturers**, the Web address is http://www.eere.energy.gov/femp/technologies/eep_standby_power.cfm.

The four Web sites listed above are **critical references** in achieving compliance with the AP Program requirements. The remaining Web sites listed alphabetically below are supplemental reference items for achieving this goal.

- **40 CFR 247, “Comprehensive Procurement Guideline for Products Containing Recovered Materials”** may be viewed at http://www.access.gpo.gov/nara/cfr/waisidx_03/40cfr247_03.html
- **AFCEE** is an organization that provides a wide range of environmental support and training to all USAF personnel (<http://www.afcee.brooks.af.mil/>).
- **AFCEE’s PROACT Program** is available to USAF personnel and their contractors to answer technical questions about environmental program areas, including AP. Please contact PROACT’s research staff at DSN 240-4214 or visit the PROACT Web site (<http://www.afcee.brooks.af.mil/pro-act/pro-acthome.asp>).
- **AFI 32-7080, “Compliance Assurance and Pollution Prevention”** may be viewed at <http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>.
- **AF ETL 00-1, “EPA Guideline Items in Construction and Other Civil Engineering Specifications”** (revised document which replaces ETL 94-7). A hard copy is provided in Appendix C. An electronic copy can be downloaded from the AFCEE’s Web site.

- **AF Policy Memo, 31 May 00, “Air Force Affirmative Procurement Program”** is provided in Appendix C or may be viewed at <http://www.afcee.brooks.af.mil/eq/ap/appolicy.pdf>.
- **AF Pollution Prevention Strategy**, 24 July 1995 may be viewed at <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>.
- **BEES (Building for Environmental and Economic Sustainability)** is a computer-based program that aids construction project managers in their selection of cost effective, environmentally preferable building materials (<http://www.bfml.nist.gov/oe/software/bees.html>).
- **California Integrated Waste Management Board (CIWMB)** maintains a “Recycled-Content Product Database,” which can be used to search for manufacturers or distributors of hundreds of recycled-content products. The database can be accessed on CIWMB’s Web site at: <http://www.ciwmb.ca.gov/rcp/>
- **Consumers Union** guide to environmental labels provides information on products that are eco-labeled compared to those that are conventionally farmed or produced (<http://www.eco-labels.org/>).
- **DLA Environmental Products Catalog** offers environmental products ranging from citrus-based degreasers and antifreeze recycling systems to natural resource conservation products. Many different units of issue are available to help ensure that only needed quantities are purchased, and most of these items can be shipped directly from the supplier to the purchaser (<http://www.dscr.dla.mil/environmental.htm>).
- **Defense Environmental Network and Information Exchange (DENIX)**, DoD-sponsored outreach tool that has information on a variety of environmental programs (<https://www.denix.osd.mil/>). To gain full access to this site you will need to complete the form on the DENIX registration page to obtain a password.
- **Defense Supply Center at Philadelphia (DSCP)** is part of the General & Industrial Lighting Program, which is recognized as one of the federal sector's main providers of commercial and weapon system lighting needs, including energy efficient lighting (<http://www.dscp.dla.mil/gi/general/light1.htm>).
- **DoD Instruction 4715.4, “Pollution Prevention”** may be viewed at <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>.
- **Energy Star®**-qualified products are listed on the Web at <http://www.energystar.gov/products>. The technical requirements that each product must meet to become Energy Star®-qualified are linked to each product’s respective Web page.
- **EPA’s Environmentally Preferable Purchasing Program** is a government-wide program to encourage EPP and assist agencies. The EPP Web site also includes success stories and pilot project information. EO 13101 calls for agencies to use EPP guidance and lessons from these pilot projects to modify their AP programs (<http://www.epa.gov/oppt/epp/>).

- **EPA WasteWise Program** is a voluntary partnership program that targets the reduction of municipal solid waste through recycling and buying recycled. U.S. EPA provides a WasteWise helpline (1-800-EPA-WISE) that can refer you to buy-recycled suppliers in your state (<http://www.epa.gov/wastewise/>).
- **EPP Purchasing Wizard** (<http://www.epa.gov/opptintr/epp/cleaners/select/>) provides assistance in the purchase of environmentally preferable cleaning products using one of three interactive decision tools: single, multiple, and weighted attribute ranking tools.
- **Executive Order 13101, “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition”** may be viewed at <http://www.ofee.gov/eo/eo.htm>.
- **FAR Subchapter D, Part 23** (for program requirements) and **FAR Part 52** (for contract clauses) may be viewed at <http://www.arnet.gov/far>
- **Farm Security and Rural Investment Act of 2002** (PL 107-171), Section 9002 may be viewed at http://www.usda.gov/farmbill/conference_report/title9.pdf.
- **Federal Logistics Information System (FLIS)** is the master database or “catalog” for the federal supply system. A joint service committee working under DLA’s leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in the FLIS, as appropriate. Six attributes have been approved so far: recycled products, energy efficient, water conserving, low standby power, low volatile organic compound (VOC), and asbestos alternatives. Other attributes are in the coordination process. To take advantage of the FLIS information, visit the Web site and fill out the registration form. Then browse the E-MALL. Items bearing an “environmental attribute code” are identified with a Green Tree Symbol (<http://www.supply.dla.mil/Logistics/exchange/eball.asp>).
- **Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims (Green Guides)** are online and may be consulted for answers to questions about acceptable practices for labeling and marketing of green products (<http://www.ftc.gov/bcp/grnrule/guides980427.htm>).
- **Forest Certification Resource Center** provides a listing of manufacturers by product type (e.g., cabinets, doors, flooring, etc.) that are manufacturing their building materials using certified forest products. Certifications addressed in the listing include Sustainable Forestry Initiative, Forest Stewardship Council, American Tree Farm System, and Canadian Sustainable Forestry Coalition (CSA International). For more information on certified forest products, refer to the Forest Stewardship Council summary below. (www.certifiedwood.org/search-modules/ProductHierarchy.ASP)
- **Forest Stewardship Council (FSC)** is an international, non-profit organization founded to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests. It has introduced an

- international labeling scheme for forest products that provides a credible guarantee that the product comes from a well-managed forest that meet the internationally recognized FSC Principles and Criteria of Forest Stewardship (<http://www.fscoax.org/principal.htm>).
- **JWOD Program** creates jobs and training opportunities for people who are blind or who have other severe disabilities. It is a mandatory source of supply for federal employees (<http://www.jwod.com>).
 - **Government Sales Associates L.C.** maintains a web site with a listing of recycled-content product manufacturers. Emphasis is on recycled furniture, recycled flooring and recycled building materials. The listing can be accessed on the web site at: <http://www.governmentales.com>.
 - **GreenOrder** is an Internet-based service designed for federal employees to locate products that comply with federal EPP programs. GreenOrder's Supplier Directory, Storefronts, Library, and News are available only to paid subscribers; but they offer a free Request for Quote service to all registered users (<http://www.greenorder.com/pages/1/>).
 - **Green Seal** is an independent, nonprofit organization dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products. Recommendations for environmentally preferable products are published as "Choose Green Reports" on their Web site (<http://www.greenseal.org>). The reports include environmental criteria, rationales, product recommendations and sources.
 - **GSA Environmental Products and Services Guide** is a catalog of goods and services which are specially selected to help customers comply with environmental procurement responsibilities. Goods and services range from office supplies to alternative fuel vehicles (http://www.gsa.gov/Portal/content/pubs_content.jsp?channelId=-13977&programId=11416&contentOID=117635&contentType=1008&cid=1).
 - **Guide to Resource Efficient Building Elements** is produced by the nonprofit Center for Resourceful Building Technology (CRBT) in Missoula, Montana. CRBT promotes resource efficiency in building design, materials selection, and construction practices. The guide is a national directory that is updated yearly and contains contact and product information for more than 400 building material manufacturers producing everything from foundations to roofing. It also contains information on resources used in construction and resource-efficient design (<http://www.crbt.org/>).
 - **McRecycle USA Database Listing** is a free booklet available from McDonald's Corporation Environmental Affairs, Kroc Drive, Oak Brook, Illinois 60521 or (630) 623-5779. McRecycle USA is a program designed to stimulate the market for recycled products. The product listing is organized by Construction Standards Institute (CSI) format. Additional divisions have been added at the end to accommodate non-construction products.

- **National Recycling Coalition (NRC)** is a nonprofit coalition committed to maximizing recycling and developing markets for recovered materials. NRC educates corporate America about the importance of buying recycled and other recycling-related messages through its Buy Recycled Business Alliance (BRBA), a special partnership with businesses of all sizes across the United States. The BRBA Library includes case studies, a guidebook for businesses, and a Buy-Recycled Resources document providing resource links and contact information for industry trade associations (<http://www.nrc-recycle.org/brba>).
- **New legislation and procurement topics** can be monitored at <http://capwiz.com/govexec/issues/bills> and <http://www.govexec.com/procurement>, respectively.
- **OFEE Web Page** resources include a Strategic Plan to implement EO 13101 (authored by the White House Task Force on Greening the Government Through Waste Prevention and Recycling) and the EPA/OFEE “Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act.” The OFEE newsletter and other resources are also available (<http://www.ofee.gov>).
- **Oikos Green Building Source** provides a searchable database of green building products including (but not limited to) recycled-content products. Recycled-content products are flagged in the database by an “environmental benefit code” of “RC” (<http://www.oikos.com/index.lasso>).
- **RCRA Section 6002** (42 USC 6962) may be viewed at <http://uscode.house.gov/>.
- **Scientific Certification Systems** certifies environmentally preferable products, services, and technologies according to international standards and U.S. government guidelines. Products can be certified for single environmental attributes or certified as “environmentally preferable” overall. To receive the overall certification, a product must be better in all environmental impact categories than the baseline against which it is compared. This baseline is generally the average product performing the same task. The life-cycle assessment considers energy and mineral resource depletion, ecosystem disruption, air and water emission loading, and residual hazardous waste. The Scientific Certification Systems Certified Product List for the Environmental Claims Certification Program is available on their Web site (http://www.scs-certified.com/manufacturing/manufacture_certclients.html).
- **Society for Responsible Design** is dedicated to combining efforts of society and industry through environmentally and socially responsible design practices to make products and services significantly better (<http://www.green.net.au/srd/>).
- **Solid Waste Association of North America (SWANA)** is an organization dedicated to advancing the practice of environmentally and economically sound management of municipal solid waste in North America. SWANA’s Waste Reduction, Recycling & Composting Division supports the integration of recycling and composting into the overall solid waste management system and explores issues such as collection efficiency; marketing; public education; processing technologies; commercial waste

reduction; and recycling

(http://http://www.swana.org/sections/educate/tec_wastereduction.aspx).

- **UNICOR**, operated by Federal Prison Industries, Inc., is another mandatory source of supply for federal purchasers. Although UNICOR environmental programs dedicated to “greening” their product lines are described, the on-line catalog does not yet identify their EPP products
(http://www.unicor.gov/online_store/storefront_recycling.htm).
- **Wisconsin Buy Recycled Business Alliance** maintains searchable recycled product directories on its Web site at: <http://www.buyrecycled.org/resources.htm>.

A subscription to the “**Buy-Green**” **automatic e-mail list**, hosted by the DENIX, can alert personnel to newly emerging AP requirements, provides the latest information on AP and EPP requirements and resources, and provides a forum for list members to ask questions of the entire group. To subscribe, send a blank e-mail message to join-buy-green@list.denix.osd.mil.

U.S. EPA maintains several free electronic mailing lists, including lists for Federal Registers, press releases, and U.S. EPA Monthly Call Center Report questions and answers. Subscribers to the lists receive electronically mailed copies of the documents as they are published. Because list servers administered by U.S. EPA cover a broad range of topics, one or two people on the AP Team may subscribe to determine the need to expand the number of subscription recipients based on the volume and frequency of relevant e-mails. Potentially useful list servers are listed below:

- **HOTLINE_OSWER** – Provides RCRA updates and Call Center Report information to subscribers.
- **EPA-WASTE2** – Distributes all hazardous and solid waste Federal Registers to subscribers.

To subscribe to one of the U.S. EPA list servers above, follow the instructions provided at <http://www.epa.gov/epaoswer/hotline/eguide.htm>.

4.0 RESOLVING CONFLICTS BETWEEN THE AFFIRMATIVE PROCUREMENT REQUIREMENTS OF EO 13101 AND OTHER MANDATORY PURCHASING PROGRAMS

The challenge in buying a product or selecting a service is to achieve a balance between various factors including cost, availability, resource conservation, environmental benefits, and the personal level-of-effort expended to find a product that best addresses all of these factors to meet work/design specifications. Occasionally, conflicts may arise between the biobased and CPG requirements of the AP Program or between the AP and other mandatory purchasing programs. In those instances, the scenarios in Table 4-1 provide some guidelines for resolving these conflicts.

Kaena Point STS procurement personnel may encounter other scenarios where the programs conflict. In these situations, personnel should contact Det 4, 22 SOPS/CE for additional guidance. Conflicting requirements that do not relate to AP are beyond the scope of this plan.

Table 4-1. Resolving Conflicts Between Affirmative Procurement and Other Mandatory Purchasing Programs

Conflict	Example	Solution
Two products meet the requirements of AP.	The purchaser must make a product choice between a vegetable-based lubricant (biobased product) and re-refined oil (CPG product).	Make the best overall choice in order to meet project requirements/goals/ technical orders and document the decision in the technical files. It is not necessary to purchase re-refined oil just because it is a CPG item.
Non-AP-compliant materials offered by the mandatory purchasing programs.	The purchaser found a suitable product on the JWOD or UNICOR product list. There is inadequate information to determine if the product meets AP requirements.	JWOD and UNICOR are making every effort to comply with the CPG requirements of AP; therefore, CPG-listed items purchased from these sources, either directly or through GSA, should be compliant. However, unless a product is specifically identified as AP-compliant, purchasers should review the materials used for the manufacture of the product to ensure compliance with AP and purchase products accordingly. If a discrepancy is discovered, purchase the suitable JWOD or UNICOR item over the CPG item. Subsequently, document in the technical file the reason why a non-compliant product was purchased and notify the EPC of the discrepancy.
Non-AP-compliant materials offered by DRMO.	The purchaser found a suitable product at DRMO and realizes that it does not meet AP or Energy Star® requirements.	It is often preferable from an EPP standpoint to reuse an item excessed to DRMO than to purchase a new item. There are exceptions to this approach, however. For example, items that are for long-term use and are not energy-efficient, or create greater volumes of waste over time than the new product, may not be preferable. After weighing these factors, if the suitable item at DRMO is ultimately selected, document an AP exemption on the basis of cost or timeliness if the item is over the micropurchase threshold.
Product meets the requirements of AP but may not meet Kaena Point STS product performance standards.	The purchaser found recycled-content latex paint that meets the recycled-content requirement of AP. The purchaser realizes after reviewing the MSDS that while the paint met the AP requirement, the VOC content was higher than the Kaena Point STS performance standard.	AP legal requirements and contracting requirements with UNICOR, JWOD, and other mandatory purchasing programs must be considered when purchasing products. Further EPP evaluation is not required for AP products, however there may be instances where for operational reasons, purchasers should further evaluate the product and consider EPP factors. Using the example at left, assuming that a low VOC-content paint meeting AP requirements was not available, the purchaser instead may choose to purchase a low VOC-content paint (no recycled content) that would reduce air emissions and improve indoor air quality. The reason for choosing the low VOC-content paint and not the recycled-content paint may be attributed to failing to meet the Kaena Point STS performance standard for air emissions. Document the decision for the record and file in the technical or contract files.

AFS = Air Force Station
AP = Affirmative Procurement
DRMO = Defense Reutilization and Marketing Office
CPG = Comprehensive Procurement Guidelines
EPP = Environmentally Preferable Purchasing

GSA = General Services Administration
JWOD = Javits-Wagner-O'Day
MSDS = Material Safety Data Sheet
UNICOR = Federal Prison Industries, Inc.
VOC = Volatile Organic Compound

5.0 REFERENCES

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

APPENDIX A

Sample AP Checklists/Forms and User's Guides

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GPC Purchasing Log User's Guide

Purpose of Log: The “GPC Purchasing Log” is intended to be used to document the purchase of U.S. EPA-designated Affirmative Procurement (AP) items by credit card holders. This log will be used to monitor GPC purchases of AP items. The log also addresses the use of AP exemptions.

OPR: GPC holders and Warehouse Stock Keeper.

OCR: The GPC holder and/or Warehouse Stock Keeper will work with the purchase initiator to ensure the appropriate information is supplied in order to make compliant purchases.

Applicability: The GPC Log applies to all micropurchases (less than \$2,500 in value per item) made by GPC holders and personnel requesting purchases via the warehouse. Individual purchases over the micropurchase limit must be documented on a “Recovered Material Determination Form” regardless of the purchase mechanism.

Intent for Use: The GPC holder and Warehouse Stock Keeper will maintain a running GPC Purchasing Log to document each purchase.

Filing Procedure: The GPC Log will be included in the GPC holder purchasing file and Stock Keeper purchasing file for auditing purposes.

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U.S. EPA-Designated Comprehensive Procurement Guideline (CPG) Items List Kaena Point Satellite Tracking Station

The list below is provided as a quick reference for the U.S. EPA-designated CPG items. Affirmative Procurement (AP) requirements mandate that GPC holders consider AP for all purchases of the items listed. All GPC holders must record purchases and their associated AP status on the “GPC Purchasing Log.” If a GPC holder is making a purchase on behalf of other personnel at the station, the purchase initiator will be consulted to obtain the necessary information to ensure a compliant purchase. In the case of warehouse administrative supply purchase requests, the purchase initiator must complete the log and provide any additional information requested by the Warehouse Stock Keeper. For questions regarding whether products count as “U.S. EPA-designated,” or what the required recycled content for the item is, refer to product descriptions on U.S. EPA’s Web site at www.epa.gov/cpg/products. EPA-designated items that may be procured are:

Construction Products

Building insulation products
Carpet
Cement and concrete containing coal fly ash
or ground granulated blast furnace slag
Consolidated and reprocessed latex paint
Floor tiles
Laminated paperboard
Patio blocks
Shower and restroom dividers/partitions
Structural fiberboard
Carpet cushion
Flowable fill (backfill)
Railroad grade crossings/surfaces

Landscaping Products

Garden and soaker hoses
Hydraulic mulch
Lawn and garden edging
Yard trimmings compost
Food waste compost
Landscaping timbers and posts (plastic lumber)

Non-Paper Office Products

Binders (paper, solid plastic, or plastic covered)
Office recycling containers
Office waste receptacles
Plastic desktop accessories
Plastic envelopes
Plastic trash bags
Printer ribbons
Toner cartridges
Plastic clipboards
Plastic clip portfolios
Plastic file folders
Plastic presentation folders

Paper and Paper Products

Commercial/industrial sanitary tissue products
Miscellaneous papers (tray liners)
Newsprint
Paperboard and packaging products
Printing and writing papers

Park and Recreation Products

Plastic fencing
Playground surfaces
Running tracks
Park benches and picnic tables
Playground equipment

Transportation Products

Channelizers
Delineators
Flexible delineators
Parking stops
Traffic barricades
Traffic cones

Vehicular Products

Engine Coolants
Re-refined lubricating oils
Retread tires

Miscellaneous Products

Pallets
Sorbents
Awards and plaques
Industrial drums
Mats
Signage
Strapping

GPC Purchasing Log

GPC Holder Name, Office Symbol, Phone: _____

* INSTRUCTIONS: Purchaser/Requester completes this form for all purchases prior to making the purchase and retains a copy in office purchasing records. Copy and attach additional sheets, as needed. Consult the *Kaena Point STS Affirmative Procurement Plan* or contact Det 4, 22 SOPS/CE for additional guidance.

Date	Requestor (If Different Than GPC Holder) and Project Name	Item and Any Needed Data (e.g. Supplier Name, Item No., etc.)	EPP Considered? (Y/N)	Item purchased AP-compliant? (Y/N)	If not an AP-compliant purchase, circle the appropriate exemption or reason for non-compliance
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
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					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T
					NA J/U/G Purchase C P S T

LEGEND

C = Item was not competitively available

EPP = Environmentally Preferable Purchase

J/U/G Purchase = Item was purchased under one of the mandatory purchase programs (JWOD or UNICOR) that did not offer an AP compliant item.

NA = Item is not on the U.S EPA-designated list

P = Item was too expensive (price)

S = Item did not meet technical specifications

T = Item was not available in a timely manner

Y/N = Yes or No

Affirmative Procurement Record (APR) User's Guide

Purpose of Form: The “AP Record” (“APR”) is used for individual purchases above the micropurchase threshold (greater than \$2,500) to:

- (1) Require the consideration of energy efficiency and environmentally preferable purchasing (EPP) for all procurement actions **AND**
- (2) Clearly identify that AP has been considered and EPA-designated Comprehensive Procurement Guideline (GPG) items, USDA-designated biobased items, Energy Star[®] listed items, **and** FEMP Low Standby Power items do not apply **OR**
- (3) Clearly identify items listed in the CPG, USDA-designated biobased items, Energy Star[®] listed items, **or** FEMP Low Standby Power programs that are included in a procurement action, and document the use of applicable exemption(s) taken for the CPG items identified

OPR: Det 4, 22 SOPS personnel making procuring items over the micropurchase level.

OCR: None.

Applicability: The “APR” applies to all procurement actions above the micropurchase threshold.

Intent for Use: GPC holders making individual purchases below the micropurchase level will not complete this form and will use the “GPC Purchasing Log” instead. For individual purchases above the micropurchase level, regardless of purchase mechanism, the OPR listed above will complete the “APR.” For CPG items where exemptions are identified during project/contract performance, an amended “APR” must be completed documenting the exemption.

Filing Procedure: The “APR” and any amendments will be included in the purchasing or contracting file. Amendments are required for exemptions identified during contract performance.

Det 4, 22 SOPS/CE is responsible for ensuring that Det 4, 22 SOPS/CEO includes an “APR” in all Work Order purchasing files, and that outside contract agencies require contractors to complete the forms, or the agencies’ equivalent, during performance of their respective contracts. For all Work Orders, Det 4, 22 SOPS/CEO will amend the “APR,” as necessary and receive Det 4, 22 SOPS/CE approval of amendments.

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Affirmative Procurement Record (APR) Kaena Point Satellite Tracking Station

Solicitation/Contract/Project No. _____

APR, PART A

The item(s) being procured are (circle all that apply):¹

Biobased CPG Item Energy Star[®] FEMP Product None

- If circling “none,” proceed to APR, Part B and sign at the bottom.
- If circling any other AP Program component, proceed to Part C.

APR, PART B

APR, Part B signifies that AP has been considered and none of the products specified for procurement are listed in a mandatory environmental purchasing list.

None of the products that I am specifying for procurement are listed in a mandatory environmental purchasing list, including:

- EPA Comprehensive Procurement Guidelines published at www.epa.gov/cpg/products.htm
- USDA Biobased product listings published at <http://www.biobased.oce.usda.gov/public/categories.cfm>
- Energy Star[®] product listings published at www.energystar.gov/products
- FEMP Low Standby Power product listings published at <http://oahu.lbl.gov>

In addition, I have sought to reduce the environmental damages associated with this procurement by considering the specification of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations. I have considered products with recycled or biobased content as well as other environmentally preferable attributes, such as:

- Reduced packaging
- Durability and repairability
- Reduced toxicity
- Conservation of natural resources
- Water conservation
- Low volatile organic compound (VOC) content
- Asbestos alternative

Signature _____ Date _____

Title/Role _____

Do not complete Part C. No further documentation is required. Forward completed APR Parts A and B to the contracting office or retain in the purchasing file.

¹ For questions regarding whether the product counts as “U.S. EPA-designated” or what the required recycled content is, refer to product descriptions on U.S. EPA’s Web site at www.epa.gov/cpg/products. For questions regarding the Energy Star[®] program and certified products, refer to www.energystar.gov/products. For FEMP-designated Low Standby Power products, see http://oahu.lbl.gov/cgi-bin/search_data.pl.

APR, PART C

APR, Part C signifies that biobased, CPG, Energy Star® and/or FEMP Low Standby Power items are being procured. Part C is also used to document any CPG exemptions.

CPG Items being procured (circle one): **None** **See Below**

If “none,” proceed to statements (1) through (3) on the following page.

CPG ITEMS

Construction Products

- ☐ Building insulation products
- ☐ Carpet
- ☐ Cement and concrete containing coal fly ash or ground granulated blast furnace slag
- ☐ Consolidated and reprocessed latex paint
- ☐ Floor tiles
- ☐ Laminated paperboard
- ☐ Patio blocks
- ☐ Shower and restroom dividers/partitions
- ☐ Structural fiberboard
- ☐ Carpet cushion
- ☐ Flowable fill (backfill)
- ☐ Railroad grade crossings/surfaces

Landscaping Products

- ☐ Garden and soaker hoses
- ☐ Hydraulic mulch
- ☐ Lawn and garden edging
- ☐ Yard trimmings compost
- ☐ Food waste compost
- ☐ Landscaping timbers and posts (plastic lumber)

Non-Paper Office Products

- ☐ Binders (paper, solid plastic, or plastic covered)
- ☐ Office recycling containers
- ☐ Office waste receptacles
- ☐ Plastic desktop accessories
- ☐ Plastic envelopes
- ☐ Plastic trash bags
- ☐ Printer ribbons
- ☐ Toner cartridges
- ☐ Plastic clipboards
- ☐ Plastic clip portfolios
- ☐ Plastic file folders
- ☐ Plastic presentation folders

Paper and Paper Products

- ☐ Commercial/industrial sanitary tissue products
- ☐ Miscellaneous papers (tray liners)
- ☐ Newsprint
- ☐ Paperboard and packaging products
- ☐ Printing and writing papers

Park and Recreation Products

- ☐ Plastic fencing
- ☐ Playground surfaces
- ☐ Running tracks
- ☐ Park benches and picnic tables
- ☐ Playground equipment

Transportation Products

- ☐ Channelizers
- ☐ Delineators
- ☐ Flexible delineators
- ☐ Parking stops
- ☐ Traffic barricades
- ☐ Traffic cones

Vehicular Products

- ☐ Engine Coolants
- ☐ Re-refined lubricating oils
- ☐ Retread tires

Miscellaneous Products

- ☐ Pallets
- ☐ Sorbents
- ☐ Awards and plaques
- ☐ Industrial drums
- ☐ Mats
- ☐ Signage
- ☐ Strapping

After indicating CPG items under procurement, proceed to statements (1) through (3) on the following page.

- (1) Environmentally Preferable Purchasing requirements have been considered for this procurement action. ____ Yes ____ No, because _____
- (2) Energy Star[®] and FEMP purchasing requirements have been met for this procurement action. ____ Yes ____ N/A ____ No, because _____
- (3)(a) U.S. EPA recycled-content requirements have been met for this procurement action. ____ Yes ____ No (If no, go to 3b)
- (3)(b) The following U.S. EPA-designated guideline item is included in the specifications for Project No. _____, however, compliance with U.S. EPA CPG standards is not attainable.

Item: _____

I have determined that the U.S. EPA CPG standards were considered and are unattainable, based on the following:

____ Item is not available within a reasonable period of time.
(Need date: _____ Date available: _____)

____ Item fails to meet a performance standard in the specifications.
Specifically, _____

____ Item is not available from two or more sources.
Market research was performed by calling _____ (insert number)
vendors, but only _____ (enter name)
was able to supply the item.

____ Item was only available at an unreasonable price (i.e., recycled item cost more than non-recycled item).

Price of recycled item: \$ _____

Price of non-recycled item: \$ _____

This determination is made in accordance with FAR 23.405(c).

Signature
Procurement or Technical OPR

Date

Forward the completed APR, Parts A and C to the contracting office or retain in the purchasing file.

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CE/QA Considerations and Guidelines Checklist User's Guide

Purpose of Checklist: The “CE/QA Considerations and Guidelines Checklist” (Verification Checklist) is intended to assess and document ongoing Affirmative Procurement (AP) compliance during project quality assurance inspections.

OPR: Det 4, 22 SOPS/CE and Det 4, 22 SOPS/QA. Outside contract support agencies (*e.g.*, U.S. Army) may use this form when performing QAE duties on contracts including AP.

OCR: None.

Applicability: The Verification Checklist applies to all service, commodities, and construction contract quality assurance activities.

Intent for Use: Det 4, 22 SOPS/QA will complete the Verification Checklist during normal quality assurance activities. Outside contractor support agencies will complete this form, or its equivalent, and supply copies to Det 4, 22 SOPS/CE for review.

Filing Procedure: For the 50 SW OSSS contract, the Verification Checklist will be included in the Det 4, 22 SOPS/QA files and copies provided to the CO. Det 4, 22 SOPS/CE will maintain copies of the checklist with originals maintained in the outside contract support agency's contracting files.

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CE/QA Considerations and Guidelines Checklist

Name: _____
 Office Symbol and Telephone Number: _____
 Contract Name: _____
 Contract Originator: _____

Date of Review: _____
 Project Manager: _____
 Contract Manager: _____

* INSTRUCTIONS: Inspector/QA completes this form for all inspections/evaluations, retains the original in the contracting file. Consult the *Kaena Point STS AP Plan* or Det 4, 22 SOPS/CE for additional guidance.

#	Yes	No	NA	Inspector/QA Considerations and Guidelines
1				<p>Is a completed Affirmative Procurement Record (APR) or its equivalent included in the work order, purchase order, or contract file?</p> <ul style="list-style-type: none"> If "yes," refer to the APR, which establishes the mandatory purchasing programs, when performing inspection/evaluation duties. Proceed to #2. If the AP Statement portion of the APR has been completed, ensure that no AP goods have been procured and then do not proceed with this checklist. If "no," consult with the Project Manager and Contracting Officer to determine which, if any, mandatory purchasing programs apply. Then proceed to #2.
2				<p>For energy efficient items as determined on the APR, did the contractor purchase Energy Star® - or FEMP-certified items? Use visual confirmation (Energy Star®-certified products bear a special seal) or review of receipts or manufacturer-supplied data to assess compliance.</p> <ul style="list-style-type: none"> If "yes," continue to #3. If "no," indicate the basis below after consultation with the Project Manager/Contracting Officer, then proceed to #3: _____ Energy Star® or FEMP products did not meet the minimum needs of the government _____ Other: _____
3				<p>For CPG items as determined on the APR, or for biobased items, were items/services purchased that comply with EPA-/USDA-recommended recycled/biobased content? Review manufacturer's labels and product literature to assess compliance.</p> <ul style="list-style-type: none"> If "yes," proceed to #5. If "no," proceed to #4.
4				<p>For non-compliant CPG/biobased items/services, were exemptions allowable and appropriately documented? If an exemption is claimed for a CPG item greater than the micropurchase level (\$2,500), it must be documented. One of the following exemptions must apply: timeliness (T), price (P), not competitively available (C), or does not meet performance standards (S).</p> <ul style="list-style-type: none"> If "yes," proceed to #5. If "no," consult with the Project Manager/Contracting Officer and indicate status below. Then proceed to #5. _____ Non-compliant purchases met exemption criteria, but no documentation present. Project Manager/Contract Originator to complete and submit the necessary documentation. _____ Non-compliant purchases did not meet exemption criteria. Project Manager/Contracting Official to resolve non-compliance. _____ Other: _____

CE/QA Considerations and Guidelines Checklist

#	Yes	No	NA	Inspector/QA Considerations and Guidelines
5				<p>For all goods/services, were EPP attributes taken into account to the maximum extent practicable? Use any documentation supplied during contract preparation to evaluate selection of goods/services in regards to EPP.</p> <ul style="list-style-type: none"> If "yes," proceed to #6. If "no," provide summary of non-compliance and forward copy to Project Manager/Contracting Officer for resolution. Then proceed to #6. <hr/> <hr/>
6				<p>For contracts valued at \$100,000 or greater, has the contractor estimated the percentage of recovered material content in CPG items purchased under the contract?</p> <ul style="list-style-type: none"> If "yes," review contractor's submittals. Did the actual recycled content fulfill U.S. EPA Recovered Material Advisory Notice (RMAN) recommendations? If not, return to #3. If "no," indicate the status below: <ul style="list-style-type: none"> _____ No data have been provided. Project Manager/Contracting Officer have been consulted regarding status. _____ Incomplete data have been provided. Project Manager/Contracting Officer have been requested to obtain outstanding data. _____ Other: _____
7				<p>For contracts valued at \$100,000 or greater, has the contract been completed?</p> <ul style="list-style-type: none"> If "yes," per FAR 52.223-9, the contractor must certify that the percentage of recovered content used in the performance of the contract met the applicable contract specifications. Indicate the status: <ul style="list-style-type: none"> _____ Certification provided. _____ Certification missing. Project Manager/Contracting Officer has been consulted regarding status. If "no," no action required until contract completion.

RESOURCES

Select Sources of Supply for Environmentally Preferable Products and Services

- GSA: www.gsa.gov/environ
- DLA: www.dscr.dla.mil/catalogs/catalog.htm
- Energy Star®: www.energystar.gov (note: Energy Star® does not sell products, but provides a list of manufacturers and their certified products)
- JWOD: www.jwod.com
- UNICOR: www.unicor.gov/about/erecycle.htm
- FEMP: http://www.eere.energy.gov/femp/technologies/eep_standby_power.cfm

CPG and Biobased Product Listings

- CPG: www.epa.gov/cpg
- Biobased: <http://www.biobased.oce.usda.gov/public/categories.cfm>

Determining EPP Attributes for Specific Purchase Types

- For paints, carpet, office supplies, cleaners and particle board purchases: <http://www.greenseal.org/recommendations.htm>
- For cleaners: <http://www.epa.gov/opptintr/epp/cleaners/select/>
- For construction projects: www.brfl.nist.gov/oe/software/bees.html

Affirmative Procurement Program Annual Review Form User's Guide

Purpose of Form: The “Affirmative Procurement Program Annual Review Form” (Annual Review Form) is intended to document Affirmative Procurement (AP) Program monitoring activities.

OPR: Det 4, 22 SOPS/CE.

OCR: EPC.

Applicability: The Annual Review Form applies to annual AP Program monitoring activities.

Intent for Use: Det 4, 22 SOPS/CE, with support of the EPC and installation community, will complete the Annual Review Form.

Filing Procedure: The completed Annual Review Form will be included in Appendix E of the AP Plan.

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Affirmative Procurement Program Annual Review Form

Det 4, 22 SOPS/CE: _____
Phone, Fax, and Email: _____

Date of Review: _____

INSTRUCTIONS: As part of the annual review process, Det 4, 22 SOPS/CE should complete the following form. Once the form has been completed, Det 4, 22 SOPS/CE will brief the EPC on annual review findings and file the form in Appendix E of the AP Plan. Additional comment pages are provided at the end of this form.

Annual Review Considerations

1. Office or Station Progress/Milestones as established by the EPC :	
2. Names of installation organizations in EPC.	
3. If the EPC members have changed, has the AP Plan been updated accordingly?	
4. Have there been any ECAMP findings related to the AP Program? If yes, describe.	
5. Date the station AP Plan was last reviewed and comments provided.	____/____/____
6. Date of last review of the U.S. EPA CPG and EPP Web sites for new requirements. Have any new CPG products or EPP (Energy Star® and FEMP, etc.) guidance been issued? If yes, see Question 8.	____/____/____
7. Date of last review of the USDA biobased Web site for new guidance. If new guidance has been developed, see Question 8.	____/____/____
8. If new CPG products, EPP guidance (Energy Star® and FEMP, etc.), or biobased guidance has been issued, when was this information incorporated into the AP Plan?	____/____/____
9. How many meetings has the EPC had in the past year that address AP?	

Affirmative Procurement Program Annual Review Form

Annual Review Considerations	
10. How well are station organizations participating in implementing the AP Plan?	<div>Unsatisfactory</div> <div>Very Good</div> <div>Marginal</div> <div>Outstanding</div> <div>Satisfactory</div>
11. What is the total number of station personnel who have been trained regarding AP (See Nos. 14 and 15 below)?	
12. Is the installation meeting the recycled-content paper requirement of EO 13101 Section 507?	
13. Have any blanket exemptions been created?	
14. Has Det 4, 22 SOPS/CE completed a review of non-GPC holder training?	
a) What organizations have received training?	
b) What type of training did they receive, instructor-based or web-based?	
c) What was the frequency of the training?	
d) Did individuals find the training helpful?	
15. Rate the GPC holders' general awareness of AP/EPP requirements. Relay results to 15 CONS/LGCP as well as EPC.	<div>Unsatisfactory</div> <div>Very Good</div> <div>Marginal</div> <div>Outstanding</div> <div>Satisfactory</div>
16. Collect and review a sampling of Det 4, 22 SOPS/QA files.	
a) Has the "CE/QA Consideration and Guidelines Checklist" been included in the appropriate contracting files?	
b) Have vendor certifications and estimates for contracts valued at or above \$100,000 been submitted annually and included in the contracting file?	
c) Are Affirmative Procurement Records (APRs) (or their equivalents) amended during project execution included in the contracting files?	
d) When contracting files include APRs or their equivalents, do they usually show that the project includes items that comply with AP and energy efficiency requirements, or are exemptions frequently claimed?	
e) Is a summary of findings from Det 4, 22 SOPS/QA review included in the AP Plan, Appendix E?	
f) Is EPP being considered during project execution?	
g) If 50 SW OSSS is using the station checklists, are they meeting their needs?	

Affirmative Procurement Program Annual Review Form

Annual Review Considerations	
17. Collect and review a sampling of service order and work order files.	
a) Are GPC Purchasing Logs or AP Statements included in these files?	
b) Are the forms completed correctly?	
c) When service order and work order files include APRs, do they usually show that the project includes items that comply with AP and energy efficiency requirements, or are exemptions frequently claimed?	
d) Are GPC Purchasing Logs or AP Statements amended during project execution included when the AP - compliant item is exempted?	
e) Have any blanket exemptions been created?	
f) Is EPP being considered during project execution?	
g) Are the forms meeting customer needs?	
18. Has 15 CONS/LGCP completed a review of GPC holder files for AP compliance?	
a) Is the "GPC Purchasing Considerations and Guidelines Log" being utilized for AP-compliant item purchases?	
b) Have the GPC holders noted the appropriate exemptions for non-AP compliant purchases on the log referred to above?	
c) Do GPC holders usually buy items that comply with AP and energy efficiency requirements, or are exemptions frequently claimed?	
d) Is a summary of findings from 15 CONS/LGCP GPC file review included in the AP Plan, Appendix E?	
19. Have outside contract support agencies been amenable to taking the necessary actions to comply with the <i>Kaena Point STS AP Plan</i>? If not, what actions could the station take to better assist with compliance? What actions could the outside contract support agencies take to better assist with compliance?	
20. Have outside contracting support agencies collected data from the Federal Procurement Data System (FPDS – Block B12F of the DD Form 350) to assess AP compliance for station contracts?	
a) Has the FPDS data been spot checked for accuracy, to ensure that exemptions identified on RMDFs are also shown in Block B12F of the DD Form 350?	

Affirmative Procurement Program Annual Review Form

Annual Review Considerations	
b) Was the number of contracts that met CPG requirements compared against the number of contracts that required an exemption?	
c) Was a summary of the FPDS findings included in the AP Plan, Appendix E?	
21. Does the Policy Section of the plan need to be updated?	
22. Has the AP applicability requirement changed?	
a) Appropriated funds?	
b) Non-appropriated funds?	
c) Government owned or leased buildings?	
d) Contract value?	
e) Micropurchase tracking documentation?	
f) Other: _____	
23. Does the Preference Program need to be updated?	
a) Are station personnel kept current with CPG, Energy Star®, FEMP, and biobased products list updates?	
b) Is the station AP policy up to date, and is it available to all personnel?	
24. Is the Promotion Program effective?	
a) What type of promotion activities and/or items have been completed within the last year?	
b) Is the material beneficial to station personnel, tenants, vendors, and contractors?	
c) Are all customers being reached?	
25. Is the installation prepared for inspection and reviews?	
a) Is the annual review providing new information to the program and helping it evolve with changing circumstances?	
b) Is the station passing state and U.S. EPA inspections of the AP Program?	

Affirmative Procurement Program Annual Review Form**Annual Review Considerations**

26. Is the AP program working effectively to increase the station's purchases of CPG, biobased, and energy efficient products? (The EPC should use information collected during the annual review, from interviews and spot checks of purchaser files, and not attempt to analyze all available files and forms.)

a) Does the data from the FPDS (DD Form 350) show that most of the station contracts are meeting CPG requirements without having to claim an exemption?

b) When spot checks were made for GPC records, contracting files, or job order/work order files, did the records that were reviewed show that personnel are usually buying recycled content and energy efficient products?

c) If large numbers of exemptions were noted, try to identify common causes (such as lack of awareness; difficulty in finding appropriate products; high cost for appropriate products; etc.) What actions could the station take to decrease the need for these exemptions?

d) Did the station overall AP performance improve, compared to last year?

27. Has the EPC been briefed on the results of the annual review, and any suggested corrective actions?

28. Have any action items been identified based on this annual review? If so, please list the action items with the OPR identified. Attach additional documentation if necessary.

Affirmative Procurement Program Annual Review Form	
Review Question No.	Annual Review Considerations Additional Issues and Remarks

**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

APPENDIX B

Summary of Current Procurement Practices

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APPENDIX B

Summary of Current Procurement Practices

An assessment was conducted in November 2003 to evaluate the level of awareness and coordinated efforts Kaena Point Satellite Tracking Station (STS) has made to meet the United States Air Force (USAF) goal of achieving Affirmative Procurement (AP) compliance. Appendix B provides a baseline of current procurement practices to support preparation of the AP Plan. Knowledge of the station's mission provides further insight into the procurement baseline of the station. The current mission of Kaena Point STS is to provide a conduit for information retrieval and transmission between satellites and users on the ground, and to provide telemetry, tracking, and command functions for Department of Defense (DoD) space assets, including weather, early warning, navigation, communications, and other high-priority space programs. The station is also part of the USAF Satellite Control Network which has eight stations located worldwide. This network serves both public and private sectors.

Limited staffing and the remote location of Kaena Point STS presents a unique environment for AP implementation and compliance. The station is host to different organizations and contractors and receives support for various entities outside the station. Prior to and during the on-site assessment, the organizations listed below were surveyed by e-mail, telephone, and/or in-person interviews. A summary of organizations present at the station and support arrangements includes the following. (The remainder of Appendix B includes a summary of the information obtained from these organizations.)

- **Detachment 4, 22nd Space Operations Squadron** (Det 4, 22 SOPS) is part of the 50th Space Wing (50 SW) headquartered at Schriever AFB in Colorado. The 22 SOPS mission is operated by contractors, with minimal USAF personnel providing support as well. Det 4, 22 SOPS functions include a Commander, Civil Engineer (CE), Information Manager/Security Manager, and Operations Officer. A Quality Assurance representative (QA), who reports to the Operations Officer, is present at the station to oversee the performance of the Operations Space System Support (OSSS) contract. A Civil Engineer Operations function addresses facility maintenance with some exceptions as detailed subsequently in Appendix B. The following personnel associated with 22 SOPS were consulted regarding procurement practices and station operations:
 - **Det 4, 22 SOPS/CE – Civil Engineer**
 - **Det 4, 22 SOPS/CEO – Civil Engineer Operations**
 - **Det 4, 22 SOPS/DO – Operations Officer**
 - **Det 4, 22 SOPS/QA – Quality Assurance**

- **50th Space Wing OSSS Contractor** - The 50 SW OSSS contractor oversees mission operations at the station. The following personnel associated with the OSSS contract were consulted regarding procurement practices and station operations:
 - Site Manager
 - Operations Manager
 - Warehouse Stock Keeper
- The **30th Space Wing (30 SW)** has a Detachment at the station, with a radar function operated under contract. Kaena Point STS provides facilities support for the 30 SW, with some exceptions detailed subsequently in Appendix B. The 30th SW Mission Contractor Site Manager was consulted regarding procurement practices and station operations.
- **Hickam AFB, the U.S. Army, and the U.S. Navy** each play a role in offering the necessary support services to the installation. Refer to the Off-Station Support Services summary for additional detail.

Det 4, 22 SOPS/CE – Civil Engineer

CE is responsible for real property maintenance of the land and buildings and for implementing environmental programs at the station. 30 SW has its own contractor for maintaining mission-critical infrastructure such as corrosion control of the aboveground communication cable trays. On occasion, 30 SW will fund non-mission critical infrastructure projects (e.g., a building re-roofing and an AC upgrade and repair) via subcontracts to the mission contractor. In these instances, the CE approves the final product, but does not have a role in project pricing or design.

Typical CE purchases include: administrative supplies, fasteners, adhesives, wood, electrical devices, conduit/pipe, insulation, motors, and fan belts. CE purchased items, or items included in contracted services, with Comprehensive Procurement Guideline (CPG) standards include: cement/concrete, latex paint, floor tiles, garden and soaker hoses, plastic trash bags, commercial/industrial sanitary tissue products, traffic cones, and sorbents. These materials are obtained via the General Services Administration (GSA) and local vendors such as Home Depot, Kaman Industrial, COSCO Refrigeration, Pioneer Electric, and Trane. Refer to Det 4, 22 SOPS/CEO for a description of the Service Order and Work Order process at Kaena Point STS.

Det 4, 22 SOPS/CEO – Civil Engineer Operations

CEO is responsible for executing facility and infrastructure maintenance, including the on-site Power Plant that provides backup power to the station. CEO consists of specialized personnel, including high voltage electricians, electricians, plumbers, maintenance mechanics, and/or AC/Power Plant mechanics. CEO carries out routine maintenance functions with the exceptions of grounds maintenance and vehicle maintenance, which are contracted. Shops or station

contractor personnel contact the CE or the CEO Manager with an improvement, repair, or maintenance need. Based upon the cost and complexity of the project, it is classified as either a work order or service order. If a particular project is beyond the skill set of CEO personnel, the project may be contracted.

Service orders are projects requiring less than \$2,000 in supplies and less than 40 hours of labor. The CE or CEO Manager documents a service order on a Hawaii Tracking Station Form 27. Work orders are triggered for projects requiring either greater than \$2,000 in supplies or greater than 40 hours of labor, or both. CE completes an Air Force (AF) Form 332 for work orders, and for major projects, requests funding through the Automated Civil Engineer System.

For in-house projects, once a service order or work order is approved, CEO trade specialists prepare a material shopping list based on project specifications, price, and purchase location. The CEO Manager or CE approves the shopping list prior to purchase. The items are then purchased via Government Purchase Card (GPC).

CEO purchases materials exclusively for CE shop and project needs. CEO purchases rarely exceed \$2,500. Routine purchases include cleaning supplies (soaps, sponges, paper towels, etc.) from the GSA store at Hickam AFB, administrative supplies, and periodic purchases of oils and lubricants for the Power Plant and air conditioning compressor, which require oil change-outs every three years. Oils and lubricants are virgin materials in order to comply with manufacturers' warranties. The vendor delivers the virgin oil directly to the station and picks up the used oil for disposal. CEO's remaining purchases are project specific.

Det 4, 22 SOPS/DO – Operations Officer

As the station's Resource Advisor, the Operations Officer(DO) is responsible for budgeting and finances, overseeing an operating budget of \$2.5 million annually, and for approving various purchases at the station in advance. Pre-purchase approvals criteria are based on available budget and mission priority. After the current Operations Officer departs in May 2004, the Operations Officer position will be eliminated, and the duties of the position will be re-distributed to remaining staff.

Det 4, 22 SOPS/QA – Quality Assurance

The Quality Assurance (QA) representative is responsible for overseeing the 50 SW OSSS contractor. A clause in the OSSS contract requires the contractor's compliance with environmental requirements in very broad terms, but does not specify AP. The QA representative said that directives from 50 SW Headquarters would be key to ensuring compliance and the role

that OSSS contractors need to play in AP program implementation. The QA representative will be instrumental in monitoring and reviewing the OSSS AP compliance. The QA representative also selects and purchases refurbished toner cartridges for the laser printers used by the 50 SW OSSS and Air Force personnel.

Det 4, 22 SOPS/SF – Security Manager

The station Security Manager coordinates receipt of security supplies from Schriever AFB and oversees security issues at the station. The Security Manager purchases high-visibility orange traffic cones, which have CPG standards, from a local vendor. The Security Manager was not aware of AP implications for this purchase.

EPC

The Environmental Protection Committee (EPC) is responsible for setting environmental policy for the station and ensuring implementation of environmental programs, including Affirmative Procurement (AP). EPC members include the Station Commander, the 50 SW OSSS Site Manager, and the Civil Engineer (CE). The 30 SW Mission Support Site Manager is invited to attend but is not a decision-maker. The Station CE also briefs the Station Commander on an as-needed basis regarding base environmental issues.

50 SW OSSS Contractor

The OSSS contractor (currently Raytheon Corporation subcontracted to Harris Corporation, and hereafter referred to as OSSS) is responsible for executing the 50 SW mission at the station, and for stocking a warehouse with mission-critical equipment and administrative supplies. Typical purchases include:

- Administrative office supplies for all functions but CEO, purchased from the GSA store at Hickam AFB. One of the station GPC holders authorizes their card use for payment.
- Janitorial supplies for the subcontractor that provides housekeeping services for OSSS facilities. Janitorial supplies are purchased under a subcontract to Cico Enterprises.
- Electronic parts for mission-critical equipment supplied by the Peterson AFB depot.
- Mission maintenance supplies such as Hickam AFB HAZMART pharmacy-approved oils and greases and hazardous materials such as lead-acid batteries. These supplies are obtained either at the HAZMART pharmacy or via local purchase using a contractor-issued credit card. (Contractors are not permitted to hold GPC.)

When OSSS and non-CE Detachment 4 personnel need administrative supplies, they write their request on a clipboard at the warehouse. The station DO pre-approves the requests prior to their

purchase. The warehouse Stock Keeper travels weekly to the GSA store at Hickam AFB to pick up the requested supplies. The Stock Keeper was not aware of AP requirements, but was amenable to working with GSA to either special order non-routinely stocked items that are AP compliant, or to order directly via GSA's web site of environmentally friendly products.

Other OSSS staff members were also not aware of AP requirements. The paper hand towels and toilet paper in stock at the station appeared based on a visual examination not to contain recycled content. A follow-up phone call to Cico Enterprises determined that Cico does not carry any 100 percent recycled content products, but does offer certain products with some recycled content. Cico could not readily identify which of its supplier's products meet CPG standards, but is willing to work with the station to provide compliant materials if the station specifies the necessary recycled content.

All computer equipment for OSSS contractor use is provided by the 50 SW Communications Squadron (50 SW/CS). OSSS staff use a photocopier leased by the station through Hickam AFB's Defense Logistics Agency Document Automation and Production Service (DAPS) contract. Toner cartridges are provided via the lease arrangements. The OSSS contractor procures copier paper locally. A forklift for OSSS use is owned and maintained by Hickam AFB. The OSSS contract includes leases one GSA vehicle, as well as six additional non-CE vehicles, and the contractor does not request recycled content service fluids be used at the off-site garage in order to maintain the lease agreement.

OSSS contract qualifies for federal tax exemptions on their purchases from local vendors. Some vendors accept this status more easily than others do, which can play a role as to which vendors the OSSS selects for purchasing supplies.

30 SW Mission Contractor

The 30 SW Mission Contractor, currently In-Dyne, Inc., is responsible for the FPQ-14 radar functions. 30 SW Mission Contractor will soon be selecting a janitorial support subcontractor. MCA provides mission-related infrastructure support under a separate contract to the 30 SW. Typical purchases include cleaners and detergents, toilet paper, office paper and administrative supplies, toner cartridges for the copier and printers which are owned by the 30 SW, and small parts and tools. The Site Manager pre-approves all purchases, and he or one of the staff makes the purchases at local vendors using blanket purchase orders and contractor-issued credit cards. The 30 SW Mission Contractor qualifies for federal tax exemptions on their purchases from local vendors. Some vendors accept this status more easily than others do, which can play a role as to which vendors the contractor selects for purchasing supplies. All computer equipment for 30 SW

Mission Contractor use is provided directly by the 50 SW at Vandenberg AFB. In general, 30 SW Mission Contractor personnel were not aware of AP and its requirements.

Off-Station Support Services

Computer Purchases

Computer purchases require pre-approval by 50 SW/CS. 50 SW/CS provides central processing units pre-loaded with standard software directly to the station. CE locally purchases computer monitors and printers and other peripherals as needed after approval from 50 SW/CS.

Contracts and GPC Administration

Neighboring DoD functions provide contracting services via support agreements with the 50 SW. Hickam AFB, the U.S. Army at Schofield Barracks, and the U.S. Navy provide contracting services, including writing contracts, selecting contractors, and overseeing contract implementation. The CE reviews specifications and contract-mandated submittals. For example, the grounds maintenance and solid waste management contracts are overseen by the U.S. Army, and CE contract support provided by the U.S. Navy.

15 CONS/LGCP (Contracting Policy) at Hickam AFB is responsible for GPC administration and management. Three personnel at the Kaena Point STS have GPCs: the CE, the Security Manager, and the CEO Manager. They receive cardholder training at Hickam AFB. AP-related training in the 15 CONS/LGCP course has been limited in the past to U.S. EPA's CPGs. Therefore, station cardholders were aware of this particular component of AP. Hickam AFB adopted an updated AP Plan in April 2003 that will result in an expanded AP training program through the Air Force Center for Environmental Excellence (AFCEE) Web University.

Entomology

The U.S. Navy provides pest management services beyond CE's routine application of over-the-counter pesticides and herbicides.

Housing

There is no on-site housing at the station. Active duty personnel stationed at Kaena Point STS are provided housing at Hickam AFB.

Hazardous Materials

The hazardous materials pharmacy (HAZMART) at Hickam AFB approves AF Form 3952 for chemical use at the station and supplies materials that cannot be purchased locally.

Vehicle Maintenance

Seven GSA leased utility vehicles, two riding mowers, and one John Deere tractor for grass cutting are present at the station. All vehicles are serviced by contractors. CEO takes the GSA-leased vehicles to the closest authorized service station, which is located in Waianae. The riding mowers and tractor are serviced on site by qualified technicians. CEO currently does not request that the service stations or service contractors use AP-compliant materials to service the vehicles out of a concern that the GSA lease requirements or manufacturer's warranties could be violated. GSA-specific vehicle maintenance requirements or manufacturer's warranties may preclude the use of AP-compliant goods.

Public Affairs

Hickam AFB 15 ABW/PA provides Public Affairs support to the station.

Solid Waste Management and Groundskeeping

Contractors supervised by U.S. Army at Schofield Barracks provide solid waste management and grounds maintenance services at the station.

Security Equipment

Schriever AFB Security Forces Squadron (50 SFS) pre-purchases and ships large, bulky security items such as traffic barricades to the station or arranges for their shipment directly from the manufacturer.

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

APPENDIX C

Reference Documents

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**Memorandum Air Force Affirmative Procurement Program –
May 31, 2000**

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

31 MAY 2000

MEMORANDUM FOR ALMAJCOM/CE/LG 11WG/CC

SUBJECT: Air Force Affirmative Procurement Program

Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition* requires federal agencies to purchase environmentally preferable products where possible. This program, known as Affirmative Procurement, applies to all products purchased by CONUS installations and to products purchased in the United States for shipment overseas. The US Environmental Protection Agency (EPA) lists the applicable products in the Comprehensive Procurement Guidelines (CPG) at their web site, www.epa.gov. The products listed under the EPA's CPG must meet the requirements of the Recycled Materials Advisory Notices (RMAN) for a percentage of recycled content to be considered an environmentally preferable product.

To support the Air Force Affirmative Procurement Program, a team approach is required. Air Force Instruction (AFI) 32-7080, *Compliance Assurance and Pollution Prevention*, (in coordination) places responsibility for the Affirmative Procurement Program on the Environmental Protection Committee (EPC)/Environment, Safety and Occupational Health Committee (ESOHC) at all levels in the Air Force. The EPC/ESOHC at each MAJCOM and installation needs to determine the best team makeup to develop and implement a viable Affirmative Procurement Program.

Affirmative Procurement Programs are **legally required** by the Resource Conservation and Recovery Act (RCRA - 42 U.S.C.A. §6962) to include four elements: (1) a **preference program**, which includes policy, planning, and revisions to purchasing specifications; (2) a **promotion program**, which furthers affirmative procurement through awareness, education, and public relations; (3) a method of obtaining and verifying **vendor certifications** that products meet the specified recycled-content requirements, by inserting appropriate Federal Acquisition Regulation (FAR) clauses into each contract; and (4) **annual monitoring and review**, to evaluate the program's effectiveness and its currency with EPA's changing requirements. For details on these affirmative procurement requirements and suggested implementation strategies, please consult the Air Force's *Guide to Green Purchasing* at www.afcee.brooks.af.mil/eq/ap/ap.htm.

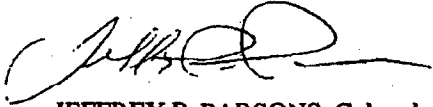
The EPC/ESOHC team should begin by developing an affirmative procurement plan, which should describe the team's strategy for executing the program. A specific format is not prescribed, but example plans are available at www.afcee.brooks.af.mil/eq/ap/SamplePlans/sample.htm. The affirmative procurement plan must address each of the four required program elements outlined above and state how they will be accomplished. The team should use the plan to manage the program as well as communicate program requirements to organizations that purchase CPG items. Installations without a program in place are at risk of receiving a Notice of Violation.

The two key organizations responsible for implementing and monitoring the Affirmative Procurement Program are Civil Engineering and Contracting. The Civil Engineering Environmental office is required to provide education and training, in conjunction with Contracting, to all installation personnel on what affirmative procurement is and where to find the CPG and RMAN information. Training for personnel preparing solicitation packages must explain the affirmative procurement submittals required and address the need to update all purchase specifications to include affirmative procurement requirements. The Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications*, requires affirmative procurement be included in all Air Force Civil Engineering specifications for construction and service contracts that call for the purchase of CPG listed items.

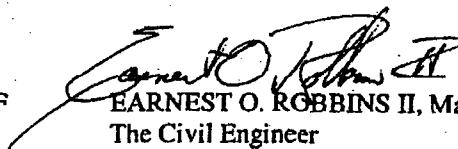
Contracting officers must ensure the proper FAR clauses are inserted in contracts that specify CPG items in order to meet legal requirements for vendor certification. AFI 32-7080 indicates contracting offices are responsible for tracking and reporting the number of contracts containing the affirmative procurement FAR clauses. The actual data (certification on products to ensure they meet CPG requirements) collected from vendors is not reported to higher headquarters, but is used locally to verify that affirmative procurement requirements are being met.

Teamwork is the key to making this program successful across the Air Force. Although AFI 32-7080 is a Civil Engineering AFI, all installation activities are required to use CPG items when possible or justify using non-CPG items. Contracting officers are required to comply with the contents of the Affirmative Procurement Program and EO 13101. To ensure a successful Air Force Affirmative Procurement Program we must work together as a team.

If you or your staff have any questions, please contact our POCs, Major Dave Martinson, HQ USAF/ILEVQ, DSN 327-0194, e-mail: david.martinson@pentagon.af.mil or Major Ed LaBenne, SAF/AQCO, DSN 425-7032, e-mail: edgar.labenne@pentagon.af.mil.



JEFFREY P. PARSONS, Colonel, USAF
Acting Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)



EARNEST O. ROBBINS II, Maj Gen, USAF
The Civil Engineer
DCS/Installations & Logistics

cc:
HQ AFCEE/EQ
SAF/MIQ

**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**Engineering Technical Letter (ETL) 00-1: EPA Guideline
Items in Construction and Other Civil Engineering
Specifications**

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

JAN 5 2000

FROM: HQ AFCEA/CES
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

SUBJECT: Engineering Technical Letter (ETL) 00-1: EPA Guideline Items
in Construction and Other Civil Engineering Specifications

1. **Purpose.** This ETL ensures Air Force civil engineer specifications comply with public law, Executive Order, and Air Force policy. It supersedes ETL 94-7, 14 Dec 1994.

2. **Application:** All Air Force civil engineer specifications.

2.1. Authority:

- *The Resource Conservation and Recovery Act*, section 6002 (42 U.S.C. 6962)
- Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*
- Title 40, Code of Federal Regulations (CFR), Part 247, *Comprehensive Procurement Guideline for Products Containing Recovered Materials*
- AFI 32-7080, *Pollution Prevention Program* (will be revised as *Compliance Assurance and Pollution Prevention*)

2.2. Effective Date: Immediately.

3. References.

3.1. Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, September 14, 1998.

3.2. Environmental Protection Agency (EPA) Publication EPA530-B-98-007, *Resources About Buying Recycled Products*, September 1998.

3.3. Air Force Center for Environmental Excellence (AFCEE) *Guide to Green Purchasing* (available at <http://www.afcee.brooks.af.mil/EQ/ap/ap-guide.pdf>).

4. **Specific Requirements.** Requirements of this ETL are mandatory unless otherwise stated.

4.1. EPA Guideline Items.

4.1.1. Include EPA guideline items, which contain recycled and/or recovered material in the amounts recommended by EPA, in Air Force civil engineer specifications unless the product:

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- does not meet appropriate performance standards;
- is not available competitively (from two or more sources);
- is not available within a reasonable time frame;
- is only available at an unreasonable price (costs more than a comparable non-recycled product).

4.1.2. EPA guideline items currently include:

Paper and Paper Products

- printing and writing paper
- newsprint
- commercial sanitary tissue products
- paperboard and packaging products
- miscellaneous papers

Vehicular Products

- engine coolants
- re-refined lubricating oils
- retread tires

Construction Products

- building insulation products
- carpet
- cement and concrete containing fly ash
- cement and concrete containing ground granulated blast furnace slag
- consolidated and reprocessed latex paint
- floor tiles (heavy duty or commercial)
- laminated paperboard
- patio blocks
- shower and restroom dividers/partitions
- structural fiberboard
- carpet cushion
- flowable fill
- railroad grade crossings/surfaces

Miscellaneous Products

- pallets
- sorbents
- awards and plaques
- industrial drums
- mats
- signage
- strapping and stretch wrap

Transportation Products

- channelizers
- delineators
- flexible delineators
- parking stops
- traffic barricades
- traffic cones

Landscaping Products

- garden and soaker hoses
- hydraulic mulch
- lawn and garden edging
- yard trimmings compost
- food waste compost
- landscaping timbers and posts (plastic lumber)

Non-Paper Office Products

- binders (paper, plastic covered)
- office recycling containers
- office waste receptacles
- plastic desktop accessories
- plastic envelopes
- plastic trash bags
- printer ribbons
- toner cartridges
- binders (solid plastic)
- plastic clipboards
- plastic clip portfolios
- plastic file folders
- plastic presentation folders

Park and Recreation Products

- plastic fencing (used for erosion control or as a safety barrier at construction sites)
- playground surfaces
- running tracks
- park and recreational furniture
- playground equipment

4.1.3. EPA periodically adds products to their list of guideline items. Include future guideline items in civil engineer specifications as they are designated by the EPA.

4.2. Other Products Containing Recycled/Recovered Material. Although EPA formally designates products for affirmative procurement in their list of guideline items, this list is not all-inclusive of the recycled-content products that are available in the marketplace. Project managers should look for opportunities to maximize the use of products containing recycled/recovered material in every construction project (including new construction, addition, renovation, or repair projects) and every service contract.

4.3. Other Environmentally Preferable Products. EPA is required by EO 13101 to develop guidance on acquisition of environmentally preferable products and services, and to share information from pilot projects. EPA's Environmentally Preferable Purchasing (EPP) Program web site (<http://www.epa.gov/opptintr/epp>) is the clearinghouse for this information. Project managers should use these resources and look for opportunities to use biobased products, energy efficient products, and other products determined to be environmentally preferable in every construction project (including new construction, addition, renovation, or repair projects) and every service contract.

5. Point of Contact: Ms. Karen Kivela, HQ AFCEE/EQT, DSN 240-4191, commercial (210) 536-4191, email karen.kivela@hqafcee.brooks.af.mil.

Michael J. Cook, Colonel, USAF
Director of Technical Support

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**U.S. EPA's Final Guidance on Environmentally Preferable
Purchasing**

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U.S. Environmental Protection Agency Environmentally Preferable Purchasing

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EPA's Final Guidance on Environmentally Preferable Purchasing

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I. Introduction

On September 14, 1998, President Clinton signed Executive Order (EO) 13101, entitled "Greening the Government through Waste Prevention, Recycling and Federal Acquisition." Executive Order 13101 (EO 13101) supersedes EO 12873, Federal Acquisition, Recycling and Waste Prevention, issued on October 20, 1993, but retains a similar requirement for the U.S. Environmental Protection Agency (EPA) to develop guidance to "address environmentally preferable purchasing." (Section 503, EO 13101) The Final Guidance that follows is based on EPA's September 1995 Proposed Guidance on the Acquisition of Environmentally Preferable Products and Services (60 FR 50721, September 29, 1995) and comments received on that Proposed Guidance as well as lessons learned from pilot projects conducted to date.

The Final Guidance below is designed to help Executive agencies meet their obligations under EO 13101 to identify and purchase environmentally preferable products and services. Section 503 (c) of EO 13101 directs Executive agencies to "use the principles and concepts in the EPA Guidance on Acquisition of Environmentally Preferable Products and Services, in addition to the lessons from the pilot and demonstration projects to the maximum extent practicable, in identifying and purchasing environmentally preferable products and services" and "modify their procurement programs as appropriate." Furthermore, Section 23.704 of the Federal Acquisition Regulation requires agencies to "affirmatively implement" the objective of "obtaining products and services considered to be environmentally preferable (based on EPA-issued guidance)."

"Environmentally preferable" is defined in Section 201 of EO 13101 to mean products or services that "have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service."

Implementation of the Final Guidance will draw on the procurement experience of the Executive agencies and on the environmental expertise of EPA and other organizations both within and outside of the Federal government. This guidance provides a broad framework of issues to consider in environmentally preferable purchasing and will help Executive agencies systematically integrate environmental preferability principles into their buying decisions.

The guidance is not, however, a step-by-step, "how to" guide and it is not intended to answer many of the specific questions that might arise in the acquisition of a particular product category or service. The list of resources in Section VI provides more specific guidance and information about various product and service categories, environmental attributes that have been identified for them, and the approaches used to consider those attributes in acquisition decisions. For the latest information on other resources and tools under development, Executive agency personnel and others are directed to EPA's Environmentally Preferable Purchasing Program Web site.

The Final Guidance strives to meet the National Performance Review and procurement reform goals of

simplifying and streamlining Federal purchasing while recognizing that the definition of "environmentally preferable" will likely require the consideration of different environmental factors as appropriate for different situations. In sum, the guidance:

- Applies to all acquisition types, from supplies and services to buildings and systems.
- Provides a set of guiding principles.
- Requests Executive agencies to select and implement pilot acquisitions or demonstration projects.
- Provides a framework for Executive agencies to implement the environmentally preferable purchasing provisions of EO13101.

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II. Intended Audience for the Guidance

The target audience of this guidance includes all Executive agency employees involved in the acquisition of supplies, services, systems, and/or facilities. The general guidance and the information generated by the pilot projects also will be useful to Executive agency employees who request, maintain, or use the supplies, services, systems and facilities. In addition, both the general guidance and the pilot project information should provide pragmatic direction for private sector businesses who wish to manufacture, market, or provide environmentally preferable products and services for use by the Federal government.

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III. Overall Approach for Implementing Executive Order 13101

Section 503 of EO 13101 has two key components: (1) development of this guidance; and (2) implementation of the guidance through pilot and demonstration projects. This guidance sets a broad policy framework for implementing environmentally preferable purchasing within the context of Federal government. For the second component, Section 503 (b) of the EO states "[A]gencies are encouraged to immediately test and evaluate the principles and concepts contained in the EPA's Guidance...through pilot projects...". These pilots may be undertaken using the in-house expertise of EPA and other Executive agencies, as well as the technical expertise of nongovernmental entities, including, but not limited to, voluntary consensus standards bodies (see § 12(d) of the National Technology Transfer and Advancement Act (Pub. L. 104-113, §12(d), 15 U.S.C. 272 note), environmental standard setting organizations, third party certification programs, environmental labeling or environmental "report card" programs, and other environmental consulting organizations. Section V of this Final Guidance provides more detail about how these pilot projects might work. These pilots are expected to yield more specific and practical information about applying this Final Guidance to purchases of particular products and services.

In addition to promoting environmentally preferable purchasing, EO 13101 encourages Executive agencies to purchase bio-based products. (Section 504 (b)). Under the EO, "biobased product" means "a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal and marine) or forestry materials."

Bio-based products may also be environmentally preferable. Made from renewable resources by definition, these products have many positive environmental aspects and should be considered by agencies looking to make environmentally preferable purchases. However, Federal purchasers should not assume all bio-based products are automatically environmentally preferable. As with other products, Executive agencies should consider a range of environmental impacts associated with bio-based products when making purchasing decisions. In some cases, factors such as pesticide use or high water consumption might make a bio-based product less environmentally preferable. The list of bio-based products which the U.S. Department of Agriculture will issue under Section 504 of EO 13101 will be a good starting point for Executive agencies looking to identify environmentally preferable purchasing. During the development of pilots under Section 503

(b) of the EO, EPA will look for opportunities involving bio-based products.

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IV. Guiding Principles

EPA has developed five guiding principles to provide broad guidance for applying environmentally preferable purchasing in the Federal government setting. Applicability of these principles in specific acquisitions will vary depending on a variety of factors, such as: the type and complexity of the product or service being purchased; whether or not the product or service is commercially-available; the type of procurement method used (e.g., negotiated contract, sealed bid, etc.); the time frame for the requirement; and the dollar amount of the requirement.

In all acquisitions, Executive agency personnel use their professional judgement and common sense, whether assessing a product or service's performance, cost, or availability. Similarly, in applying these environmentally preferable principles Executive agency personnel should use reasonable discretion about the level of analysis needed to determine environmental preferability. For example, an extensive life cycle assessment might not be conducted to purchase rubber bands. On the other hand, for large-volume or systems acquisitions, or for complex products, such assessments may be appropriate, and might already be required. Or, in some cases, much of the information upon which to build such an analysis might have already been collected.

Guiding Principle 1: Environment + Price + Performance = Environmentally Preferable Purchasing

Environmental considerations should become part of normal purchasing practice, consistent with such traditional factors as product safety, price, performance, and availability.

The manufacture, use, and disposal of certain products might have adverse impacts on human health and the environment. These impacts impose costs that the purchasing entity, and ultimately, society as a whole, end up paying for in one way or another. For the Federal government, the hazardous or toxic nature of a product or service can result in significant cleanup or liability costs, as well as in less directly quantifiable, but cumulative and persistent environmental damage. Even non-hazardous waste is associated with ever-increasing disposal costs that can be avoided or reduced. Responsible management, beginning with the initial purchase of products and services that minimize environmental burdens, can diminish the Federal government's raw material, operating, maintenance, and disposal costs. In addition, a product or service's environmental preferability can often have positive impacts on its overall performance.

For these reasons, the Federal government's purchasing decisions are no longer confined to considerations of price and functional performance but should include considerations of environmental performance as well. Today agencies can obtain improved environmental attributes not at the expense of, but instead may operate in concert with, other traditional factors like price and functional performance. Those product or service providers who can optimize all these factors will capture and maintain the largest market-share of government customers.

Just like price, performance, and health and safety, environmental factors should be a subject of competition among vendors seeking government contracts. In turn, this increased competition among vendors should stimulate continuous environmental improvement and increase the availability of environmentally preferable products and services. The purpose of this guidance is to encourage Executive agencies to award contracts to companies that take environmental concerns into account. This process, consequently, will lead to the development of environmentally preferable products and services that perform better and cost less because they reduce waste and negative environmental impacts. As stated, this principle reflects the spirit of a number of reinvention initiatives at EPA and across the Federal government aimed at testing cleaner, cheaper, and smarter approaches to environmental protection.

Agencies have considerable discretion in incorporating environmental preferability into procurement decisions, especially within the context of "best value" contracting. For example, environmental considerations that result in payment of a price premium for goods or services may be reasonably related to

an agency's definition of its "minimum needs" and, therefore, may be permissible. This is not much different than paying a higher price for better performance or quality. Federal personnel may consider paying a reasonable premium for environmentally preferable products on a number of grounds. For example, a reasonable price premium may be justified because the environmental attributes of a product or service provide offsetting reductions in operating and disposal costs.

Guiding Principle 2: Pollution Prevention

Consideration of environmental preferability should begin early in the acquisition process and be rooted in the ethic of pollution prevention, which strives to eliminate or reduce, up-front, potential risks to human health and the environment.

It is never too early in the acquisition process to begin considering environmental preferability. Pollution prevention, the reduction or elimination of waste at the source, can not only reduce pollution, but it can save money for agencies as well. Defense and civilian Federal agencies have ongoing programs for pollution prevention under EO 12856 and other authorities that can result in cost savings throughout the product or service life cycle. Furthermore, pollution prevention measures can lead to a higher degree of environmental protection by reducing subsequent costs for disposal or cleanup of hazardous wastes and materials. A key reason for environmentally preferable purchasing is to protect the environment by reducing waste and pollution at the source with the resulting benefit of reduced overall cost to the government and the public (taxpayers and society as a whole).

Under this guiding principle, pollution prevention should be the primary motivation and strategy for the Federal government's implementation of environmentally preferable purchasing. There are many ways to apply pollution prevention to the acquisition process:

- a. Customized purchases or projects in which program managers, architects, engineers, systems designers, or others have input into the design phase afford agencies an early opportunity to apply environmentally preferable concepts. In addition, early involvement offers agencies a unique point of leverage from which to address environmental impacts. Although these types of purchases are not the bulk of Federal acquisition requirements, the early stage of customized product or project design is the time when decisions about different approaches, materials, and manufacturing processes are made. Estimates show that 70 percent or more of the costs associated with product development, manufacture, and use are determined during the initial design stages.¹ By incorporating environmental factors during product or service design, Federal agencies can minimize environmental problems and their associated costs. For example, early environmental consideration helps agencies avoid potential liabilities due to fines as well as the costs of record keeping and reporting.
- b. During the early stages of acquisition, Executive agency personnel can also apply a systems analysis approach for certain products or services (such as computers, buildings, and transportation systems) in which a number of components have interdependent functions. A systems analysis approach takes into consideration the full set of product elements, focusing on how they interact from a life cycle perspective and helping to identify the most efficient options for meeting the government's needs.
- c. Executive agency personnel might also appropriately ask whether a product or a service is even necessary or can be replaced by a less damaging process. For instance, in degreasing operations, questions arise as to whether an efficient cleaner using halogenated solvents is better or worse for the environment than an aqueous-based cleaner. A more appropriate question may be whether the cleaning/degreasing step can be eliminated without affecting the overall performance of the product or system. This might be accomplished, for example, by consolidating cleaning and degreasing in a later stage of the manufacturing process or changing the process itself. As this example illustrates, environmental preferability does not just involve substituting a "green" product for another. It also involves questioning whether a function needs to be performed and how it can best be performed to minimize negative environmental impacts.

The Department of Defense integrates pollution prevention into all of its major weapons system acquisition programs. For example, the New Attack Submarine (NSSN) Program has worked to include environmental considerations in all phases of the submarine's life cycle, from initial design to eventual disposal

some 30 or more years later.

By considering all viable environmental alternatives during the design phase, the NSSN Program identified a number of options that will result in benefits. Just a few examples are listed below:

- A redesigned nuclear reactor core will eliminate the need for refueling and disposal of spent nuclear fuel, while achieving a multi-million dollar cost avoidance.
- 31 percent reduction in the number of paints and coatings used in manufacturing the NSSN while ensuring that all of the selected paints satisfy applicable performance and environmental requirements.
- 61 percent reduction in the number of adhesive products to be used on the NSSN compared to the number required for previous submarine classes.
- 80 percent reduction in the number of solvents and cleaners.
- Research and development effort to identify and test a biodegradable hydraulic fluid for submarines to replace the current toxic mineral oil-based fluid.

By recognizing early on that the key to reducing environmental impact throughout the ship's life cycle is pollution prevention and hazardous material control and management, the NSSN Program was able to design a submarine that meets strict safety and performance requirements, achieves significant cost savings, and minimizes risk to the environment.

Guiding Principle 3: Life Cycle Perspective/Multiple Attributes

A product or service's environmental preferability is a function of multiple attributes from a life cycle perspective.

Federal agencies should consider the following concepts in applying this principle:

a. Life cycle perspective - A product or service has environmental impacts long before and after the Federal government purchases and uses it. The manufacture, use, distribution, and disposal of products create a variety of burdens on the environment. Federal agencies should strive to purchase products or services with as few negative environmental impacts in as many life cycle stages as possible. In other words, Federal agencies should determine the "environmental preferability" of a product or service by comparing the severity of environmental damage it causes throughout its life cycle with that caused by competing products—from the point of raw materials acquisition, product manufacturing, packaging, and transportation to its use and ultimate disposal. By doing so, the Federal government can minimize the overall environmental impacts of products and services. In addition, by actively seeking and considering life cycle information to inform buying

decisions, Executive agency personnel can send a clear signal that government business will go to those who consider the effect of their product's life cycle on the environment.

Life Cycle Stages of a Typical Product

Although most people would agree that considering life cycle impacts in purchasing decisions is desirable, there are disagreements on how to make purchasing decisions that best reflect a life cycle perspective. Even the term "life cycle" is interpreted differently by different people. To some, it connotes an exhaustive, extremely time-consuming, and very expensive analysis. To others, a life cycle perspective is possible in an abbreviated process, in which a long list of potential environmental attributes and/or impacts is narrowed to a few, allowing for comparison across a particular product category. In addition, the ability of Federal purchasers to make buying decisions from a life cycle perspective depends on a variety of factors including: the type of product or service being purchased; the availability of life cycle information and/or willingness by the provider to give the information; and the availability of easy-to-use tools that can translate this information to support purchasing decisions by the Federal government. EPA recognizes that agencies may find it easier to apply a life cycle perspective when the result will be internal agency environmental benefits and/or cost savings rather than external benefits. Nevertheless, EPA encourages agencies to consider reducing impacts along all stages of the product or service life cycle.

This guidance promotes the use of a range of practices, from life cycle considerations to a more rigorous, scientifically defensible life cycle assessment methodology. EPA encourages Executive agencies to use currently available tools as well as help refine and address the needs of Federal purchasers. Examples of available tools and references are listed in Section VI. For the most current list of available tools, Executive agency personnel are referred to [EPA's EPP Program Web site](#). EPA also encourages experts both within and outside of the Federal community to develop additional life cycle tools to support environmental preferability decisions.

b. Multiple environmental attributes - Environmental preferability should reflect the consideration of multiple environmental attributes such as increased energy efficiency, reduced toxicity, or reduced impacts on fragile ecosystems. In addition, these attributes should be considered from a life cycle perspective. Focusing on one environmental attribute of a product or a service, without considering others, might inadvertently exclude important impacts on the determination of environmental preferability. For example, improving one attribute (e.g., increased energy efficiency or reduced toxicity) may result in other unintended environmental life cycle impacts. It is also possible that focusing on a single aspect of the product or service will cause Executive agency personnel to overlook improvements that the vendor has or can make in other aspects of the product or service. In short, it is difficult to be confident that an alternative product is environmentally preferable without some consideration of multiple attributes from a life cycle perspective. Analytical tools such as life cycle assessment can help Federal agencies ensure the product or service they purchase does not create new problems for some other aspect of the environment by identifying other potential negative impacts that should be alleviated.

Although the **determination** of environmental preferability should be based on multiple environmental attributes, Federal agencies may at times make **purchasing decisions** based on a single attribute when that attribute distinguishes the product or service in a category. In its environmentally preferable purchasing effort, EPA aims to build upon those attributes that are well-defined, measurable and familiar to Federal purchasers (e.g., recycled content and energy efficiency). EPA also seeks to support the development of similar definitions and measures for other attributes that are less understood and to advance consideration of multiple environmental attributes in purchasing decisions.

The menu of environmental attributes described in Appendix B offers a preliminary look at what should be considered in environmentally preferable purchasing decisions. Many of the attributes are relevant to a number of different product life cycle stages, while others are more pertinent to one particular stage. The menu should serve as a means to inform Executive agency personnel about the different types of attributes that can make a product or service environmentally preferable. Each and every element in the menu is not meant to be applicable to all products and services nor is the menu all-inclusive

Guiding Principle 4: Comparison of Environmental Impacts

Determining environmental preferability might involve comparing environmental impacts. In comparing environmental impacts, Federal agencies should consider: the reversibility and geographic scale of the environmental impacts, the degree of difference among competing products or services, and the overriding importance of protecting

human health.

In determining environmental preferability, Executive agency personnel might need to compare the various environmental impacts among competing products or services. For example, would the reduced energy requirements of one product be more important than the water pollution reductions associated with the use of a competing product? The ideal option would be a product that optimized energy efficiency and minimized water pollution. When this is not possible, however, Executive agency personnel will have to choose between the two attributes. It is important to consider both the nature of the environmental impact and the degree of difference among competing products.

There is no widely accepted hierarchy that ranks the attributes or environmental impacts that are most important. The following three factors are intended to help Executive agency personnel analyze the environmental impacts of competing products and services and make decisions about environmental preferability when faced with trade-offs among environmental attributes. These factors are not listed in order of importance.

a. *Recovery time and geographic scale* - Federal agencies should consider recovery time and geographic scale in comparing environmental impacts. To what extent is an environmental impact reversible? An impact is less acceptable if the recovery time is longer.² The geographic scale of the problem and the importance of the affected ecosystems are also significant. Global environmental impacts are more significant, therefore, than ecological stressors that have a local or regional ecosystem impact.³

The table shown below provides a basic framework for considering the reversibility and geographical scale of environmental impacts and includes some examples of how certain impacts might fit into the matrix.

While some environmental standards or other sources of comparative information on products are national or international in scope, Federal agencies should also be prepared to consider unique local impacts and site-specific uses. Information based on an assessment of national or global needs, by its nature, rarely allows for the consideration of local impacts associated with how products are used, recycled, and/or discarded. Executive agency personnel are encouraged to consider local factors, where they are relevant, and not rely exclusively on national or global information. For example, although it may be generally accepted that an aqueous-based degreaser is preferred over a halogenated solvent degreaser, the environmentally preferable purchasing decision may depend on whether there is sufficient local wastewater treatment capacity to deal with the aqueous waste.

There may be rare occasions where the goal of minimizing a local impact, such as smog, is in conflict with the goal of minimizing a global impact, such as ozone depletion and global climate change. In these instances, EPA encourages purchasers to engage as much as possible in applying Principle #2 and aiming to prevent pollution, thereby avoiding such trade-offs. Where there are unique local circumstances, the purchaser can make the judgment that the local conditions and impacts should be given priority.

ECOLOGICAL PRIORITY IMPACTS MATRIX

Geographic Scale	Reversibility			
	I	Years	Decades	Centuries/ Indefinite
	Local/ Regional	Erosion		
		Conventional Pollutants		
	National	Hazardous Air Pollutants Chemical Releases	Bioaccumulative Pollutants	
	Global			Loss of Biodiversity Ozone Depleting Chemicals

				Global Warming Gases
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++ This matrix provides a few examples of how certain environmental stressors and impacts might fall into the different categories of reversibility and geographic scale considerations and is not meant to be comprehensive.

b. Differences among competing products - In some situations, a purchaser may determine preferability by looking at the differences of environmental performance among competing products, rather than by comparing environmental problems. Guiding Principle 3 addresses the importance of identifying relevant attributes for a product. There might be significant differences among competing products for some of these attributes, while for others, the differences could be minimal. In purchase comparisons, Executive agencies might prefer the product or service that provides a significant improvement over competing products, without making a determination that one environmental problem is more significant than another. For example, a product that significantly reduces toxicity might be preferable to one that makes a minimal reduction in waste reduction.

c. Human health - A product or a service should be at least equivalent to comparable products/services in protecting human health to be considered environmentally preferable. EPA's Science Advisory Board listed the environmental factors listed to the right as significant contributors to human health risks.

<p>List of High Priority Human Health Stressors (not in any order of importance):</p> <ul style="list-style-type: none"> • Ambient air pollutants • Hazardous air pollutants • Indoor air pollution • Occupational exposure to chemicals • Bioaccumulative pollutants
--

EPA recognizes that Executive agencies considering these three factors (recovery time and geographic scale; differences among products; and human health) must rely on providers of products and services to supply practical environmental information on products. EPA encourages organizations that provide environmental standards or other types of comparative product information to consider these factors in evaluating and reporting environmental information for purchasers.

Guiding Principle 5: Environmental Performance Information

Comprehensive, accurate, and meaningful information about the environmental performance of products or services is necessary in order to determine environmental preferability.

a. Importance of Environmental Information — Executive agency personnel will need comprehensive, accurate and meaningful life cycle-based information about the environmental characteristics of products and services in order to evaluate whether one product or service is more or less damaging than another. Even with this thorough information, however, making these evaluations can be difficult. Yet, without such information, determinations of environmental preferability are even more challenging. Executive agency personnel are encouraged to seek, and product and service providers are encouraged to provide, life cycle-based information about the environmental performance of products and services. This information should be sought and provided in all appropriate stages of the acquisition process including, but not limited to market surveys, request for proposals, etc. (See Federal Acquisition Regulation, (FAR) 48 C.F.R. Subpart 23.7, which includes a mandate for the acquisition of environmentally preferable and energy-efficient products and services.

Executive agency purchasers may encourage product and service providers to describe their product or service's performance according to the menu of environmental attributes included in Appendix B (1).

Product and service providers' disclosure of environmental information about their products and services will also foster competition and encourage a market-driven approach to environmental improvement. The accessibility of the information to the public (both Executive agency personnel and the general public) will help ensure its accuracy and credibility.

b. What/How Information is Conveyed - A number of resources about the environmental performance of products or services are currently available. Two general categories of information sources can be distinguished: (1) manufacturers who provide environmental information (e.g., environmental claims, product profiles, etc.) about their products either on the label or through product literature, including advertisements; and (2) environmental information compiled, evaluated, and reported by non-governmental entities. Included in this second category are third-party certification programs that evaluate the environmental aspects of products and award symbols (e.g., "seals-of-approval") or compile "report cards" of environmental information. Non-governmental entities may also verify specific claims made by manufacturers (e.g., paper contains 30 percent recycled content).

Information conveyed through claims and seals can help Executive agency personnel identify environmentally preferable products, depending on the types of products being purchased and the legal acquisition requirements involved. A more detailed discussion of how Executive agencies can use technical expertise and research of non-governmental entities in their environmentally preferable purchasing practices is included in Section V and Appendix D. In evaluating the environmental attribute claims made by anyone, whether they are manufacturers, vendors, or other non-governmental entities, Executive agency personnel should refer to the Federal Trade Commission's (FTC's) "Guides for the Use of Environmental Marketing Terms." (Green Guides.)

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V. Executive Agency Implementation

This section recommends steps that each agency can take to implement the environmentally preferable purchasing provisions of EO 13101.

A. Policy directive and affirmative procurement plans

Recognizing that effective implementation of environmentally preferable purchasing will require clear direction and support from the top levels of each agency, this Final Guidance recommends that each Executive agency issue a Policy Directive promoting the practice. A sample is included in Appendix C. The policy directive should include the elements listed below:

An overall statement of policy:

- Agency personnel should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.

- Environmental factors should be taken into account as early as possible in the acquisition planning and decision-making process. (See EO 13101, Section 401.)
- Responsibility for environmentally preferable purchasing should be shared among the program, acquisition, and procurement personnel.

A commitment to the following:

- Increasing the acquisition of environmentally preferable products and services. (See EO 13101, Sections 102, 503 (.c), and 602.)
- Under section 6002 of the Resource Conservation and Recovery Act of 1976 and FAR Subpart 23.4, procuring agencies are required to establish affirmative procurement programs for purchasing EPA-designated recycled products. EPA recommends that agencies expand the scope of their affirmative procurement programs to include environmentally preferable products and services. EO 13101, Section 302, (a)(1)(a) calls for a Strategic Plan to include the "direction and initiatives for acquisition of recycled and recyclable products and environmentally preferable products and services." Furthermore, Section 302 (b) (1) requires Agency Environmental Executives to "translate [this] Government-wide Strategic Plan into specific agency and service plans."
- Identifying and implementing pilot projects (See Section V (B) below).
- Establishing internal agency incentive and award programs to recognize those people, teams, and interagency work groups who are most successful at promoting the purchase of environmentally preferable purchasing (see Executive Order 13101, Section 802). Collaboration among agencies to provide education and training is highly encouraged.

In order to minimize the burden on Executive agencies, EPA recommends that each agency incorporate in its Policy Directive to promote environmentally preferable purchasing into its Affirmative Procurement and Strategic Plans. This incorporation can transpire as agencies revise their plans. Agencies should ensure that their Policy Directive is made available to the field-level procurement and environmental personnel.

B. Pilot Projects

Section 503 (b) of EO 13101 states "[A]gencies are encouraged to immediately test and evaluate the principles and concepts contained in the EPA's Guidance on the Acquisition of Environmentally Preferable Products and Services through pilot projects to provide practical information to the EPA for further updating of the guidance." Furthermore, Section 704 states "Each executive agency shall establish a model demonstration program. . . to demonstrate and test new and innovative approaches such as incorporating environmentally preferable... products...." into model facility programs. To help Executive agencies implement these provisions of the EO, this Final Guidance includes some suggested steps for initiating and implementing pilot acquisitions.

The suggestions that follow are based on lessons from early pilots undertaken by the General Services Administration and the Department of Defense in partnership with EPA. Case studies from these and other pilot projects are available from the Pollution Prevention Information Clearinghouse (202 260-1023) or they can be accessed through [EPA's EPP Program Web site](#).

Additional pilot acquisitions will be important testing grounds for applying the guiding principles and testing their applicability. The pilots will also provide valuable information for the development of tools and resources to facilitate widespread adoption of environmentally preferable purchasing practices.

EPA will track pilots that are planned or already underway on the EPP Web site, providing a clearinghouse for information on government-wide activities related to environmentally preferable purchasing. (See EO 13101, Section 503 (b)(4).) EPA will disseminate information about different pilots among the agencies through the EPP Web site, updates, and fact sheets to ensure that lessons learned are shared and used to inform other pilot projects.

The discussion below further describes how these pilots and demonstration projects might proceed. EPA encourages Executive agencies to undertake pilots and use all existing sources of information and technical

expertise to carry them out. EPA is committed to supporting these pilots and providing overall coordination and technical assistance, as resources allow.

1. Selection of pilots. Selection of pilot acquisitions is at the discretion of the individual Executive agencies. There are at least two options for how agencies can approach this selection process. First, an agency may want to identify an environmental problem that it wants or needs to address. Once the problem has been identified, the agency can develop a list of products and services that contribute to that specific environmental problem. Alternatively, an agency may start out with a product or service category for which it wants to find alternatives. In either case, criteria that agencies might wish to consider in selecting pilot acquisitions include:

- Potential for a reduction in risk to human health and the environment.
- Status on EPA's prioritized list. Pursuant to EO 13101, Section 503 (a), and in order to assist Executive agencies focus their efforts on minimizing serious environmental impacts, EPA has developed a prioritized list of the top 20 product categories. The complete list, along with a discussion of the methodology used in its development can be found in EPA's EPP Web site.
- Existence of less harmful product or service alternatives. Alternatives could vary anywhere along the product or services' life cycle, for example, different ways of manufacturing or disposing. Alternatives might also include different ways of getting the same result, even if it means acquiring a completely different type of product or service.
- Feasibility/degree of flexibility in the acquisition.
- Products or services that are widely used within the Federal government and are representative or typical of the procurement system. This maximizes the pilot's potential value to others by providing lessons about the effectiveness of the guidance and increasing the likelihood that the pilot could be replicated. (See EO 13101, Section 503 (b) (1).)

2. Implementation of pilot projects. In implementing the pilot projects, Executive agencies can look to the process and results of projects others have completed or develop a different approach for environmentally preferable purchasing. In undertaking the pilots, agencies are encouraged to:

- Ensure the participation of environmental and procurement experts.
Use all of the options available to them to determine the environmentally preferable attributes of products and services in their pilot projects, including the technical expertise of non-governmental entities. This is pursuant to EO 13101, Section 503 (b) (2). More specific guidance on the use of non-governmental entities is included in Appendix D.

Once a product or service has been chosen, pilots typically involve:

- a. Determining environmentally preferable products and services. This can be accomplished by Executive agencies:
 - o Identifying product attributes that can serve as indicators of environmental preferability. Agencies can look to Appendix B for a menu of attributes. Selection of attributes should be tied to the most significant environmental problems or impacts.
 - o Collecting information from product and service providers. This may require the development of contract language to ensure that vendors provide environmental information.
 - o With the recent changes to the FAR and the trend toward best value contracting, agencies can now more easily consider environmental factors when making purchasing decisions. However, environmental information is often not provided by vendors. Thus, it may be necessary for Executive agency personnel to clearly request or require relevant environmental information from vendors in market surveys and proposals whenever appropriate.
 - o Evaluating the environmental information.

- b. Incorporating results of the environmental information research into the acquisition process to purchase environmentally preferable products and services. While the acquisition strategy and method are determined by the purchasing agency, EPA asks that agencies select a strategy that:
 - o Maximizes the number of environmentally preferable product or service choices available to the purchasing agency.
Promotes competition across products and services in terms of environmental performance.
 - o Stimulates product and service process innovation and continuous improvement.
 - o Allows for the consideration of local environmental conditions.
Promotes a definition of environmentally preferable products and services that can improve over time.
- c. Documenting the pilot effort, including a description of how the project was initiated and implemented and the lessons learned. A sample case study template is attached in Appendix E and is also available on EPA's EPP Web site. The results of pilot projects will be shared among Executive agencies through EPA's EPP Web site.

More specific information about pilot implementation will be made available through a variety of tools that EPA currently is developing including: an interactive training module; a "best practices guide" with examples of specific contract language that have been used by purchasing agencies; and a database of existing environmental standards that have been developed by governmental and non-governmental entities.

Section 12(d) of The National Technology Transfer and Advancement Act of 1995 (NTTAA) (Pub. L. 104-113, §12(d), 15 U.S.C. 272 note) and OMB Circular A-119 (63 FR 8546, February 19, 1998) direct Federal agencies to use both domestic and international voluntary consensus standards in lieu of government-unique standards in their procurement and regulatory activities, except where it would be inconsistent with applicable law or otherwise impractical. The Act's purpose is to reduce the cost of procurement and regulation by requiring a Federal agency to draw upon any suitable technical standard already used in commerce or industry rather than inventing a new standard. Some of those standards might relate to evaluating environmental performance and measuring the environmental attributes of products or services. In establishing Environmentally Preferable Purchasing pilot projects or planning other environmentally-sensitive activities, agencies should first determine whether there is an applicable voluntary consensus standard that would meet its needs.

The NTTAA also requires a Federal agency, when it is consistent with the agency's mission, authorities, priorities, and budget resources, to participate in the standards-setting activities of voluntary consensus standards bodies. Such participation helps ensure the development of standards that meet the agency's needs, including those related to Environmentally Preferable Purchasing concerns. This collaboration can also promote national goals and objectives. OMB Circular A-119 specifically mentions the need to promote the use of environmentally sound and energy-efficient materials, products, systems, services, or practices as well as the improvement of public health and safety. (See OMB A-119, Section 7a.)

In the long run, institutionalizing the purchase of environmentally preferable products and services requires that Executive agencies continue their efforts after the pilot's are completed. Given that environmental information about products and services is still scarce, agencies should rely on all sources of information and technical expertise in making determinations about environmental preferability. To foster agencies continue acquisition of "green" products, EPA will coordinate the development and standardization of environmental information about potential product and service categories for future pilots. This effort will consist of identifying environmental performance characteristics and measurement methods and will involve technical experts both inside and outside the Federal government. Executive agencies should examine all information generated through these types of efforts. The agencies, and not the nongovernmental entities, must make all final determinations regarding environmental preferability.

The experience gained from Executive agency pilots will be key in determining the scope and nature of EPA's long-term activities to advance Federal environmentally preferable purchasing. The lessons learned and partnerships formed from these pilots will help establish a broader infrastructure to support this initiative. EPA might use existing mechanisms or help develop new resources such as guidance, networks, and databases in support of the Federal purchasing community—to build this infrastructure. The infrastructure will help bridge the gap between the environmental and procurement expertise within the Executive agencies.

All Executive agency personnel will have a role in creating a demand for environmentally preferable products and services. Thus, the infrastructure will also have to support the development of tools that are easy and convenient for general and diverse use.

In light of the evolving acquisition landscape and the dynamic nature of the marketplace, the infrastructure will have to be flexible. In the increased globalization of the economy and trends toward commercialization of the Federal marketplace, will also require agencies to coordinate this initiative with new international trade and standardization developments. Ultimately, the measure of this initiative's success will be in the increased availability and purchase of products and services that pose fewer adverse impacts on human health and the environment.

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Footnotes

1. U.S. Congress, Office of Technology Assessment, Green products by Design: Choices for a Cleaner Environment, OTA-E-541 (Washington, D.C. U.S. Government Printing Office, October 1992)

2. This is based on the findings of the Science Advisory Board, published in its 1990 report entitled "Reducing Risk: Setting Priorities and Strategies for Environmental Protection," a statement of policy on priority pollutants affecting environmental and public health. In this report, environmental stressors were judged to be significant based on two primary criteria—the geographic scale and degree of reversibility of the impact.

The Science Advisory Board is a public advisory group providing extramural scientific information and advice to the Administrator and other officials of the Environmental Protection Agency. The Board is structured to provide balanced, expert assessment of scientific matters related to problems facing the Agency. [\[Back to text\]](#)

3. Refer to above footnote. [\[Back to text\]](#)

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URL: <http://www.epa.gov/oppt/epp/guidance/finalguidance.htm>

**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**Air Force Contracting Officer Guide to
to Affirmative Procurement (AP) – September, 2003**

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**AIR FORCE CONTRACTING
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AIR FORCE GUIDE

**Contracting Officer Guide to
Affirmative Procurement (AP)**

SEPTEMBER 2003

VERSION 1.0

AIR FORCE GUIDE
AFFIRMATIVE PROCUREMENT

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Date	Description
Sep 2003	First edition published.

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Attachments

1. AP Determination Form

1.0 Foreword on the Air Force Center for Environmental Excellence (AFCEE) web page

AFCEE's web page offers "The Air Force Guide to Green Purchasing, June 2002," market research, policy, fact sheets, sample APP plans, and related links. See:

www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1

*****This web site is the suggested starting point for all AP guidance*****

2.0 Summary

Affirmative Procurement (AP) (sometimes called "Green Procurement") is a term that umbrellas many programs aimed at protecting the environment and reducing energy consumption. The important concept to remember is: AP requirements should be considered in every requirements identification process (FAR Part 11). The following list of categories covers most AP items:

- Products containing recovered materials (i.e., EPA-designated items);
- Bio-based items (i.e., USDA-designated items).
- Environmentally preferable purchasing (EPP) [i.e., less toxic or non-toxic, low in volatile organic compounds (VOC), biodegradable, etc.];
- Energy-efficient products and services;
- Products and services that utilize renewable energy technologies;
- Products containing energy-efficient standby power devices; and

This guide primarily provides information related to (1) products containing recovered materials (i.e., EPA-designated items) and (2) bio-based items (i.e., USDA-designated items); however, Section 5.0 is a general summary of all FAR-based requirements. RCRA (Section 6002), EO13101, and P.L. 107-171 mandate that Federal agencies (a) establish an Affirmative Procurement Program (APP), and (b) procure the following:

- (1) EPA-designated Comprehensive Procurement Guideline (CPG) items (see www.epa.gov/cpg), and
- (2) USDA-designated bio-based items (As of August 2003, the USDA's list has not been published--This Guide is written to include the USDA listed products as soon as they are announced (see the USDA's web page at www.usda-bio-basedproducts.net/public).

3.0 Miscellaneous Regulatory Coverage / Background Information

3.1 Resource Conservation Recovery Act (RCRA), Section 6002

RCRA requires federal agencies to give preference in their purchasing programs to products and practices that conserve and protect natural resources and the environment. RCRA also specifies the four required elements of an Affirmative Procurement Program (APP): a preference program; a promotion program; a program for vendor estimates, certification, and verification; and a monitoring program.

3.2 The EPA's Comprehensive Procurement Guideline (CPG)

The CPG lists the "guideline items" (see www.epa.gov/cpg) designated by the EPA and

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identifies the recycled-content requirements for each product. **This web site is “a must” reference material item.** The site also lists the products proposed for addition and offers technical support information.

The CPG is divided into eight categories:

<u>Category</u>	<u>(examples of items in this category)</u>
Construction Products	(insulation, carpet, paint, tiles)
Landscaping Products	(hydraulic mulch, garden and soaker hoses)
Park and Recreation Products	(plastic fencing, running tracks, equipment)
Paper and Paper Products	(sanitary tissue, printing and writing papers)
Non-Paper Office Products	(binders, waste receptacles, plastic trash bags)
Transportation Products	(channelizers, traffic cones, traffic barricades)
Vehicular Products	(engine coolants, retread tires)
Miscellaneous Products	(pallets, sorbents, awards and plaques)

Along with each CPG, the EPA provides “guidance/recommendations” on buying recycled-content products in documents titled “Recovered Material Advisory Notices (RMAN).” The RMANs “recommend” appropriate recycled-content ranges for CPG products based on current information about commercially available recycled-content products. These ranges are updated as market conditions change.

CPG I was issued in May 1995 and twenty-four guideline items were listed. CPG II was issued in November 1997 and the list grew to include 36 items in eight categories. CPG III added 18 more items in January 2000. CPG IV is in the rulemaking process and will add up to eleven more items. The EPA is tasked by EO 13101 to update the CPG every two years or as appropriate. 40 CFR 247, “Comprehensive Procurement Guideline for Products Containing Recovered Materials,” codifies the CPG requirements. 40 CFR 247 lists the product categories defined in the CPG; defines terms; describes who the program applies to, and calls on Federal agencies to require the use of recovered materials to the maximum extent possible.

3.3 Executive Order (EO) 13101, “Greening the Government through Waste Prevention, Recycling, and Federal Acquisition,” 14 Sep 98

EO 13101, supersedes EO 12873 and EO 12995 (an amendment to 12873). It carries forward the recycled-content product procurement program from EO 12873 and expands it by adding the bio-based products procurement program. EPA administers the recycled-content program and the USDA administers the bio-based product program. EO 12873 originally mandated the AP program and emphasized buying recycled-content products. These products were originally singled out for AP because they help reduce solid waste disposal, minimize natural resource use, and often use less energy to produce than comparable “virgin” material products. EO 13101 was written to *improve* the federal government’s use of recycled-content products, and to *expand* the AP program (APP) to include other environmentally preferable products and services.

3.4 Definition of Environmentally preferable purchasing (EPP)

Environmentally preferable purchasing (EPP) is the name of the EPA’s program to encourage the

purchase of products that have lesser or decreased effects on human health and the environment when compared with competing products or services that serve the same purpose. Since recycled content and bio-based products are resource efficient and this is one form of EPP, the APP is a subset of the EPP program. APP is the only part of EPP that currently has a legal mandate. Characteristics of EP items include:

- Less toxic or non-toxic
- Low in volatile organic compounds (VOC)
- Biodegradable

3.5 P.L. 107-171: Farm Security and Rural Investment Act of 2002, 13 May 2002

P.L. 107-171, Section 9002, also known as the “Farm Bill,” establishes a “bio-based product program” that parallels the RCRA Section 6002 requirements for recycled-content purchasing. USDA will designate bio-based products for Federal agencies to purchase and will provide recommendations for agencies purchasing these products with bio-based content. Once the final list is published in the Federal Register, Federal agencies will be required to include bio-based products in their APP. A bio-based product is “a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.” USDA plans to designate bio-based products in eleven categories: Adhesives; Construction Materials and Composites; Fibers, Paper, and Packaging; Fuels and Fuel Additives; Inks; Landscaping Materials, Composted Livestock and Crop Residue; Lubricants and Functional Fluids; Paints and Coatings; Plastics - Monomers and Polymers; Solvents and Cleaners; and Sorbents. Examples of bio-based products include vegetable-based lubricating oils, building construction panels made with straw or other agricultural fibers, and “tree-free” paper. These products often put materials to use that were destined for the landfill. Since they are usually made of “natural” materials with limited processing, they may also be less toxic and require fewer chemicals and less energy to produce. The USDA is developing an electronic source book to identify suppliers of bio-based industrial products (www.usda-bio-basedproducts.net/public).

3.6 AFI 32-7080: “Compliance Assurance and Pollution Prevention”

AFI 32-7080 contains Air Force policies, requirements, and responsibilities for pollution prevention programs, including APP. Although it is a Civil Engineering series AFI, its requirements apply beyond CE and the environmental flight, to personnel in Contracting, Logistics, Operations, Legal, Safety, Bioenvironmental Engineering, and Public Affairs.

3.7 Government-wide APP Strategic Plan for EO 13101

OFEE developed a government-wide plan. DoD is beginning preparation of its own APP strategic plan. When complete, the DoD plan will be posted to AFCEE's web site.

3.8 Air Force Policy Memo, 31 May 2000

The “Air Force Affirmative Procurement Program” memo, co-signed by Civil Engineering and Contracting leadership, directs APP implementation by requiring an APP “Plan” at each AF installation. Each MAJCOM and installation Environmental Protection Committee (EPC), Environmental Leadership Committee (ELC), or Environment, Safety and Occupational Health

Committee (ESOHC) will oversee APP implementation and will charter a cross-functional team to create “a plan” and execute “the program.”

3.9 AF Engineering Technical Letter (ETL) 00-1: “EPA Guideline Items in Construction and Other Civil Engineering Specifications”

ETL 00-1 (formerly ETL 94-7) makes it mandatory for civil engineer specifications to include EPA designated guideline items containing recycled material unless the recycled-content product does not meet specific performance, price, or contracting requirements.

4.0 AP Applicability

- Applies to all acquisitions (see FAR Part 11)
- Requires all designated EPA CPG items to meet or exceed the recommended recycled-content requirements unless an exception applies (see below).
- Applies to all designated USDA bio-based products (once a list is officially published by the USDA) unless an exception applies.
- Applies to federal agencies using appropriated and non-appropriated funds.
- Applies to all CONUS federal contracts. Includes contracts for the operation of Government-owned or leased facilities, and also contracts that provide for support services at Government-owned or operated facilities.
- Applies to all CONUS procurements.
 - Although CPG I stated a \$10,000 annual threshold per item purchased by the agency during the preceding fiscal year. In applying the \$10,000 threshold, Section 202 of EO 13101 defines the term “agency” to be the Department of Defense, not an individual military department, and thus it shall be assumed that DoD spends more than \$10,000 annually on each of the CPG items.
 - All purchases made in the U.S. for shipment overseas must comply with EPA requirements. OCONUS installations are encouraged, but not required, to buy recycled-content products locally whenever these products meet technical needs, are readily available, and are cost effective (i.e., think life-cycle costs). OCONUS installations are not required to have a formal APP Plan.

5.0 Specific Guidance for use by Contracting Officers

5.1 Federal Acquisition Regulation (FAR) and Supplements

Applicable FAR Parts include: 4.3, 10, 11, 12, 13, 23.4, 23.7, 36, and 52. Specific references are summarized below:

- Part 4.3 addresses contractor-submitted paper documents and prescribes 52.204-4, Printed or Copied Double-Sided on Recycled Paper, for solicitations and contracts that exceed the SAT.
- Part 11, Describing Agency Needs, includes policy guidance in 11.002(d) that outlines AP requirements and in 11.101 that states AP must be considered in creating requirements documents.
- Part 11.3 defines postconsumer material and recovered material. This part establishes

policy for virgin and surplus materials; establishes special requirements for printing and writing paper; and prescribes 52.211-5, Material Requirements, for solicitations and contracts for supplies that are not commercial items.

- Part 23 specifies that:
 - Agencies shall consider energy-efficiency in the procurement of products and services (23.2);
 - Implements and facilitates compliance with RCRA, requires agencies to establish an APP, identifies exception criteria, and requires a CO justification if EPA-designated items above the micro-purchase threshold are not acquired-- See 23.405(c) (23.4); and
 - Prescribes policies for obtaining environmentally preferable (to include bio-based products) and energy-efficient products and services (23.7).
- Part 23 prescribed clauses include:
 - 52.223-4, Recovered Material Certification in solicitations that are for, or specify the use of, EPA-designated products containing recovered materials (Important Note: 52.223-4 should be accompanied by contract specifications that specify the percentage of recovered materials required by the contract);
 - 52.223-9, Estimate of percentage of Recovered Material Content for EPA-Designated Products, in solicitations and contracts exceeding the SAT that include the provision at 52.223-4; and
 - 52.223-10, Waste Reduction Program, in all solicitations and contracts for contractor operation of Government-owned or leased facilities and all solicitations and contracts for support services at Government-owned or operated facilities.
- Note: Although AP is not specifically addressed in Parts 10, 12, 13, and 36 (specifically see 36.601-3 and 36.602-1), AP requirements should be considered when using these parts.

DFARS Part 223.404 outlines that a written determination is required if EPA-designated items meeting the EPA minimum recovered material standards are not procured. This part also references agency data collection requirements.

5.2 Comparing EPA-designated CPG items versus bio-based items.

The Farm Bill says that if a purchase is subject to regulation under RCRA Section 6002 then it is not subject to additional regulation under Section 9002 if the two sets of requirements are inconsistent. In other words, if a product appears on both lists, recycled-content requirements are allowed to take precedence if they conflict with bio-based requirements. However, if a purchaser finds that a bio-based product is more preferable because of environmental attributes, technical performance, or price, it can be selected in place of a similar recycled-content product. The intent of EO 13101 and EPA's EPP guidance is to require purchasers to evaluate product characteristics, price, and performance and select the product that is best suited to the requirement.

5.3 Exceptions and Written Determinations

Exceptions

The exception criteria listed in FAR 23.405(c) apply to CPG items and bio-based items.

These products will always be purchased unless they are not available:

- (a) Competitively within a reasonable period of time;
- (b) At reasonable prices; or
- (c) To meet reasonable performance standards in the specifications.

A product is “unreasonably priced” if it costs more (again, think life cycle costs) than a comparable non-recycled or bio-based product. This is a judgment call for which no written policy exists. If a product is more expensive but has non-financial environmental or operational benefits, the purchaser is not required to claim the “reasonable price” exception. EPA’s intent (as stated in a Federal Register notice, 28 Aug 01) is for purchasers to choose products having the best environmental performance. EPA noted that procuring agencies are not required to purchase a product containing recovered materials if it is only available at an unreasonable price – but the decision to pay more or less for such a product is left up to the procuring agency.

Written Determinations

- Written determinations shall be prepared for all procurements exceeding the micropurchase threshold to document the exception(s) for not procuring EPA-designated CPG Items (FAR 23.405(c)).
- As of April 2003, there is no requirement for a written determination documenting an exception for not procuring USDA-designated bio-based products; however, a determination for not procuring bio-based items is recommended. An example “AP Determination Form” is provided at Attachment 1 (DoD has not prescribed a specific format for AP determinations).
- Although there is no legal requirement to prepare a determination form for purchases over the micropurchase threshold that meet requirements, this practice does have the advantage of documenting the fact that the AP requirements were considered and met.
- This requirement also applies to Government Purchase Card (GPC) purchases exceeding the micropurchase threshold. The determinations are to be filed with the credit card holder’s purchase records or as otherwise directed by the contracting officer or credit card program manager.

The determination shall be prepared and signed by the technical expert and provided to the contracting officer to be placed in the contract file. If documenting an exception because of a product’s failure to meet the performance requirements in the specifications, the technical expert must first justify the need for the standards used in the specifications (using NIST guidelines if applicable) and then explain why the product does not meet those standards.

Some COs interpret the FAR to mean that the CO must also sign (i.e., “approve”) the

determination form; however, there is no federal or DoD policy assigning signature authority for determinations. AP teams should consult their base and MAJCOM AP plans for guidance, and then discuss and agree on a process for preparing and approving the written determinations.

Blanket determinations for a series of identical purchases of CPG items are acceptable as long as the installation's MAJCOM has not issued instructions to the contrary. However, blanket determinations should be reviewed annually by base/MAJCOM AP teams because technical requirements, prices, and product performance are subject to change.

Written determinations are important references when the installation receives an EPA or state audit of AP compliance. Although there is no legal requirement to prepare a determination form for purchases over the micropurchase threshold that meet requirements, this practice does have the advantage of documenting the fact that the AP requirements were considered and met. Completing the form and placing it in the contract file will not require much effort, will show compliance with AP requirements, and will answer questions that may arise during Environmental Compliance and Assessment Program (ECAMP) audits or EPA inspections. They are proof of a purchaser's efforts to comply with the CPG. Written determinations also document the decisions made by construction project managers, and are essential references in case the designer's selection of materials is challenged by a bid protest.

5.4 Generating Specifications and Work Statements

All procurements must identify if EPA-designated CPG or USDA-designated products are required and include these requirements in the supply schedule, Statement of Work (SOW), or Performance Work Statement (PWS). Examples:

- **Example 1:**
Supply item:
Bathroom tissue item description: 20 – 100% recovered content, 20 – 65% postconsumer content.
- **Example 2:**
Janitorial/Building Maintenance Service:
Mandatory Compliance
CPGs (list item and recovered content/postconsumer content from EPA CPGS and RMANs):
 - Bathroom tissue: 20 – 100% / 20 – 65%
 - Paper towels: 40 – 100% / 40 – 60%
 - Facial tissue: 10 – 100% / 10 – 15%
 - Plastic trash bags: 10 – 100% / 10 – 100%Bio-based products (list USDA designated items and product requirements):
 - Cleaners made from plant products instead of petroleum products
 - “Tree-free” bathroom tissue and towels, if available
 - Trash bags made from starch-based, non-petroleum plasticNon-mandatory compliance
EPPs (list item and item characteristics):

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Cleaners with reduced toxicity, low VOC or other environmental benefits (See EPA product selection web site www.epa.gov/opptintr/epp/cleaners/select)

Deodorizers and air fresheners with low VOC or other benefits

Floor strippers and finishes with low VOC or other benefits

Chlorine-free paper products (Unbleached, or bleached with alternative chemicals)

Pesticides that are non-toxic or less toxic, used according to Integrated Pest Management practices (Consult base Entomology shop or <http://www.afcesa.af.mil/Directorate/CES/Mechanical/Pest/Pest.htm> for details)

Low-mercury fluorescent lights

Other (list any other environmentally preferred (EP) characteristic that is sought):

Services provided shall comply with requirements of the base Qualified Recycling Program

Buy products in recyclable packaging

Buy products that are packaged in recycled-content containers

Buy products in bulk with reduced packaging, to cut down on solid waste

Note: Some items fall into more than one EPP category. For example, paper products may be a CPG (recycled content) item, a chlorine-free item, or a bio-based item made from tree-free fibers. The PWS can require the contractor to furnish any of these products. The key is to meet all performance requirements and get the best environmental benefit while still being cost-effective. However, if a vendor offers EPA-designated or USDA-designated items but the offer is not selected, a written justification needs to be filed in the contract folder (See Exceptions and Determinations above).

Boilerplate language at the beginning of the contract is the minimum that is required. Here is one example of “boilerplate” contract language:

To comply with the affirmative procurement (AP) requirements of Section 6002 of the Resource Conservation Recovery Act (RCRA), Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13101, the Government strongly promotes the use of recycled-content [and bio-based]* products. Recycled-content products are identified in the Environmental Protection Agency’s Comprehensive Procurement Guidelines (CPGs). [The USDA designates Bio-based products.]* Materials and products provided in the completion of this contract must meet the requirements of the Specifications, must not delay the progress of the work, and must not be cost prohibitive. EPA guideline items [and USDA designated bio-based products]* are seen as the minimum that should be considered when evaluating environmentally preferable materials. Other environmentally preferable materials and products not listed, but commonly used in industry outside of the Government, should also be considered. Submittals of material and product lists for all recycled-content items should list the recycled and recovered materials used and the percentage content (by weight). [Submittals for bio-based products should describe the bio-based materials used, and the percentage content (by weight).]*

**Bio-based product requirements subject to USDA publication of bio-based items.*

For all construction contracts, Civil Engineering and Contracting will ensure the specifications state the requirement to buy recycled and bio-based products. Engineering project managers need to include recycled-content materials, bio-based products, and other environmentally preferable products and practices in service contracts and construction specifications. It will be much easier to review the contractor's material submittals for AP compliance if the recycled material and bio-based requirements are clearly stated in each specification section that calls for the use of a designated item. Here is an example of language that should appear in the specification section for building insulation:

Provide fiberglass insulation with recovered material content, minimum 20 to 25% percent by weight, of glass cullet. Provide foam sealant with recovered material content, minimum 5% by weight.

Service contracts may also require the contractor to provide or use CPG or bio-based items. If the contractor is to be held responsible for complying with EPA and USDA requirements, the contract must contain language specifying these requirements. Pay special attention to contracted supply operations (e.g., Contractor Operated Civil Engineer Support Services (COCESS) and office supply stores operated by contractors) and to service contracts (e.g., grounds maintenance, janitorial and reproduction services). These are usually multi-year contracts that require the use of several CPG items and provide opportunities for bio-based product purchasing. Work statements for these contracts must be written to ensure that the contractor provides products that meet requirements and that the contractor will stay current with changes to the lists, and will continue to provide the installation with compliant products.

Note: Requirements for brand name products that comply with EPA minimum content requirements can be specified by "brand name or equal" when the minimum content requirement is specified in the RFQ/solicitation as the required characteristic of the brand name.

5.5 Reporting Requirements

- On an annual basis, OSD-ATL collects "contracting information" via the Federal Procurement Data System (FPDS) (i.e., SF 279 and DD Form 350 information) and reports the information to Congress.
- **Important DD350 Information.** As of Aug03, the DD350 instructions at www.acq.osd.mil/dp/dars/dfars/html/r20030301/253204.htm are being reviewed in order to clarify the existing guidance. Until updated, COs should be aware of two shortcomings:
 - (1) The form does not reflect that it is intended to capture acquisitions of "incidental" EPA-designated items (i.e., the form is not intended to report only supply acquisitions for specific EPA-designated items). For example, a multi-million dollar services contract that includes a requirement for "paper" reports should be coded "A" in block B12F), and

(2) The form does not provide guidance when one or more EPA-designated items were procured and one or more EPA-designated items were not procured. For example, on a janitorial contract that contains specifies two EPA-designated items, the bathroom tissue will meet the EPA-designated standards but the paper towels will not; in this case, it would be a judgment call to code block B12F on the preponderance of the dollar values of the EPA-designated items being procured versus the non-EPA-designated items being procured.

- There is no requirement to find out exactly how much of every guideline item AF bases buy or the cost of these purchases (this is exactly what the Federal working group wished to avoid). However, RCRA includes a requirement to report the acquired quantities of certain “indicator” items and this information is largely collected from DLA and GSA records. This is mentioned here to advise that the SF 279 and DD 350 report formats are subject to change dependent upon future changes in the reporting requirements.

Note: “Program monitoring” is not the same as “data collection and reporting.” Program monitoring is performed by installation-level AP teams to evaluate local program progress.

6.0 Overall Affirmative Procurement (AP) Program (APP) Structure

The following requirements apply to all CONUS installations (including Alaska, Hawaii and territories/possessions):

- Each installation must have an APP with a Plan to address each of the four RCRA required program elements.
- All installation APPs will expand to include USDA-designated bio-based products when the product list is published.
- All purchases of EPA-designated CPG items must comply with EPA recycled-content requirements unless an exception applies.
- If a contract includes the purchase of guideline items, the contract specifications must require the product to meet EPA recycled-content requirements, unless an exception applies and a written determination is prepared.

EO 13101, Section 402 describes the overall scope of the APP. RCRA defines the elements that must be included in the APP: a preference program; a promotion program; a program for vendor estimates, certification, and verification; and an annual review and monitoring program. The Farm Bill requires bio-based product procurement programs to include three of these four RCRA program elements. A preference program, a promotion program, and annual review and monitoring are required. There is no requirement for a bio-based product vendor certification program in the Farm Bill.

7.0 Incompatibility with Other Procurement Programs

AP requirements can seem to be incompatible with other procurement programs that require the use of mandatory sources of supply (e.g., JWOD). But a little more research reveals that the JWOD program is taking steps to provide CPG-compliant products. Purchasing from JWOD or

its authorized distributors should never require the use of AP exceptions. In the event that an installation tries to purchase a CPG item from a JWOD supplier and is unable to get a product meeting the EPA requirements, the acquisition program manager at SAF/AQCK will work with the supplier to resolve the problem. SAF/AQCK will need to know what product is being purchased, and will also require a copy of the sales slip. The items that are designated for mandatory purchasing from JWOD are not listed on their web site. According to JWOD technical support personnel, the easiest way to identify the products on the list is to request a full-line catalog.

8.0 APP Compliance Inspections

The EPA, State organizations, and activities internal to the Federal government (e.g., IG, ECAMPS, et. al.) may conduct compliance inspections. See Chapter 2 of AFCEE's Guide to Green Purchasing (<http://www.afcee.brooks.af.mil/eq/ap/gg/default.asp>) for more information.

9.0 Unique Requirements for Certain CPG Items

- **Paper.** See FAR 11.303. The minimum content standard for most paper items was raised to 30% postconsumer materials effective 31 December 1998. If products with 30% postconsumer content are not competitively available, do not meet performance requirements or are unreasonably priced, federal purchasers must buy products containing no less than 20% postconsumer material. **No exceptions to the 20% minimum are authorized.**
- **Re-refined Lubricating Oil.** Section 507 of EO 13101 calls on fleet and commodity managers to take immediate steps to procure re-refined oil. It also states this requirement does not preclude the acquisition of bio-based (vegetable) oils; however, Air Force technical offices responsible for vehicle management must first approve vegetable oils for use in AF vehicles.
- **Retread Tires.** Section 507 of EO 13101 names the DoD Cooperative Tire Qualification Program as a focal point for retread tire purchases. The Army Tank Automotive and Armaments Command (TACOM) administers this program. Program information is on the "Team Tire" web site at (www.tacom.army.mil/immc/Support/Teamtire/home1.htm).

10.0 Market Research Assistance

See AFCEE's web page for more information related to below listed web links.

Product Certification and Qualification Programs

- Consumers Union, www.eco-labels.org
- Federal Trade Commission (FTC) "Guides for the Use of Environmental Marketing Claims (Green Guides)," online at www.ftc.gov/bcp/gnrule/guides980427.htm
- Green Seal, www.greenseal.org/recommendations.htm#product or www.greenseal.org/cgrs.

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- Scientific Certification Systems (SCS), www.scs1.com/certclaims.shtml.
- ForestWorld, www.forestworld.com/certification/index.cfm.
- FSC, www.fscoax.org/principal.htm and hit the “Links” button at the bottom of the screen. Two databases of FSC-certified products currently exist: www.forestworld.com/public/research1.cfm and www.certifiedwood.org/search-modules/ProductHierarchy.ASP.
- SFI, www.afandpa.org/forestry/sfi_frame.html
- Energy Star®, www.energystar.gov/products

Internet Links to Other Resources

- RCRA Section 6002 (42 U.S.C. 6962): <http://uscode.house.gov/>
- Farm Security and Rural Investment Act of 2002 (P.L. 107-171), Section 9002: www.usda.gov/farmbill/conference_report/title9.pdf
- Executive Order 13101, “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition”: www.ofee.gov
- 40 CFR 247, “Comprehensive Procurement Guideline for Products Containing Recovered Materials”: www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr247_00.html
- Federal Acquisition Regulation (FAR) Subchapter D, Part 23 (for program requirements) and FAR Part 52 (for contract clauses): www.arnet.gov/far
- AF Policy Memo, 31 May 00, “Air Force Affirmative Procurement Program”: www.afcee.brooks.af.mil/eq/ap/appolicy.pdf
- AFI 32-7080, “Compliance Assurance and Pollution Prevention”: <http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>
- AF Engineering Technical Letter (ETL) 00-1, “EPA Guideline Items in Construction and Other Civil Engineering Specifications” (revised document which replaces ETL 94-7). On the “Construction Criteria Base” compact disk and web site: www.ccb.org (see your design engineers to get the CCB disk or the installation’s password to access CCB on line), or download a copy of the ETL from AFCEE’s web site.
- DOD Instruction 4715.4, Pollution Prevention: www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html
- AF Pollution Prevention Strategy, 24 July 1995: www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html
- Lists of the EPA guideline items and their recycled-content requirements are found in the “Products” section of EPA’s CPG Web page. www.epa.gov/cpg/products.htm
- Comprehensive Procurement Guidelines (CPG) & Recovered Material Advisory Notices (RMAN), www.epa.gov/cpg/backgrnd.htm
- CPG Fact Sheets, www.epa.gov/cpg/factshts.htm
- Bio-based product information, www.usda-bio-basedproducts.net/public
- EPA WasteWi\$e Program, www.epa.gov/wastewise. EPA also provides a WasteWise helpline (1-800-EPA-WISE) that can refer you to a buy-recycled contact in your state.
- EPA’s Environmentally Preferable Purchasing Program, www.epa.gov/opptintr/epp/guidancepage.htm.

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- Three interactive “Purchasing Decision Wizard” tools for choosing EPP cleaning products, www.epa.gov/opptintr/epp/cleaners/select
- A database of EPP products and services, <http://yosemite1.epa.gov/oppt/eppstand2.nsf>
- OFEE Web Page, www.ofee.gov
- Defense Logistics Agency’s (DLA’s) Environmental Products Catalog at www.dscr.dla.mil/catalogs/catalog.htm, or DSN 695-5673/5699.
- Defense Supply Center Philadelphia’s (DSCP’s) energy efficient lighting at www.dscp.dla.mil/gi/general/light1.htm or call (800) DLA-BULB for a catalog.
- Contact information for product managers at the DLA supply centers can be found at www.dscr.dla.mil/products/epa/htmls/pocs.htm.
- Federal Logistics Information System (FLIS) is the master database, or ‘catalog’ for the federal supply system. A joint service committee working under DLA's leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in FLIS as appropriate. Five attributes have been approved so far: "Energy Efficient", "CPG Items", "Bio-based", "Low VOC", and "Water Conserving". Over 30 other attributes are being considered. Visit <http://buygreen.dlis.dla.mil> for more information on this initiative. FLIS information is included in the DLA "Electronic Mall" (EMALL) at <https://emall.prod.dodonline.net/scripts/emLogon.asp>. NSN items bearing an Environmental Attribute Code (ENAC) are identified with a Green Tree symbol. Also, the ENAC Quarterly Status Report lists all of the EPP products in FLIS. This report is available in both Microsoft Excel and HTML format at <http://buygreen.dlis.dla.mil/euroshopping/enac.html>.
- General Services Administration (GSA)’s Environmental Products and Services Guide is available for downloading at www.fss.gsa.gov/environ. It is GSA’s policy to offer products that fully comply with all environmental regulations. The Guide includes a catalog of thousands of items that have recycled content, conserve energy and/or water, or have reduced hazardous material content. The GSA guide also lists contracts available on their Environmental Services schedule, including environmental planning, compliance surveys, training, waste management, information services, geographic information systems, and new technology services.
- Javits-Wagner-O’Day (JWOD) Program is a mandatory source of supply for federal employees. JWOD products are available in two ways, and either way satisfies the mandatory source of supply requirements. Purchase directly from JWOD at www.jwod.com and browse the “Environmentally Friendly Products Store”, or call **1-877-GET JWOD** for a catalog. Customers purchasing directly from JWOD will have access to the complete JWOD product inventory.
- Purchase from one of the JWOD authorized commercial distributors (for a complete list, see www.jwod.gov/distributors). Customers purchasing from JWOD distributors only have access to about 600 JWOD items. Authorized distributors include GSA Advantage! at https://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp, and the DLA EMALL at <https://emall.prod.dodonline.net/scripts/emLogon.asp>. Visit www.jwod.gov/jwod/about_us/environmental_initiative.html for more information on

the JWOD Environmental Program, or contact Joan Smith, jsmith@jwod.gov. For SAF/AQCK assistance in resolving issues with JWOD products that do not meet CPG requirements, contact Ms. Kathryn Ekberg, kekberg@pentagon.af.mil.

- UNICOR, www.unicor.gov/about/ecycle.htm (the on-line catalog does not yet identify their EPP products).
- National Recycling Coalition (NRC) at www.nrc-recycle.org/brba.
- Solid Waste Association of North America (SWANA) at www.swana.org/default.asp
- GreenOrder at www.greenorder.com
- Green Seal at www.greenseal.org
- Green Seal also produces “Choose Green Reports” that evaluate products for compliance with their standards. AF personnel can get selected reports from the Environmental Library section of the Construction Criteria Base (CCB) compact disk at www.ccb.org. See your design engineers to get the CCB disk or your installation’s password to access CCB on line. Green Seal’s own web site also offers selected reports for downloading at www.greenseal.org/recommendations.htm#product and www.greenseal.org/cgrs. They will be adding to their download library as funding becomes available.
- Forest product certification systems are described and compared on the ForestWorld web site at www.forestworld.com/certification/index.cfm. Databases of products that are certified by the Forest Stewardship Council can be found at www.forestworld.com/public/research1.cfm and www.certifiedwood.org/search-modules/ProductHierarchy.ASP.
- Energy Star® qualified products are listed on the web at www.energystar.gov/products. The technical requirements that each product must meet to become Energy Star qualified are linked to each product’s respective web page.
- Scientific Certification Systems at www.scs1.com/certclaims.shtml
- Society for Responsible Design at <http://www.green.net.au/srd/>
- Federal Trade Commission (FTC) “Guides for the Use of Environmental Marketing Claims (Green Guides)” at www.ftc.gov/bcp/grnrule/guides980427.htm
- McRecycle USA Database Listing is a free booklet available from McDonald’s Corporation Environmental Affairs, Kroc Drive, Oak Brook, IL 60521 or (630) 623-5779. McRecycle USA is a program designed to stimulate the market for recycled products. The product listing is organized by Construction Standards Institute (CSI) format. Additional divisions have been added at the end to accommodate non-construction products.
- Guide to Resource Efficient Building Elements at www.crbt.org and look for the link to the “e-Guide” on the left side of the page.
- Oikos Green Building Source provides a searchable database of green building products, including (but not limited to) recycled-content products: <http://oikos.com/index.html>. Recycled-content products are flagged in the database by an “environmental benefit code” of RC.
- AFCEE's PRO-ACT Program, http://www.afcee.brooks.af.mil/pro_act/pro_acthome.asp.

AP Determination Form

- This form is required for purchases greater than \$2,500.
- This form documents the rationale for not procuring an EPA-designated product containing recovered material. For product or required recycled content information, refer to the product descriptions on the EPA's website at **www.epa.gov/cpg/products**.
- This form is not mandatory for purchases of USDA-designated bio-based items.
- The completed form becomes part of the contracting office contract file.

Procurement Request / Project No. _____

The EPA-designated items being procured are:

<input type="checkbox"/> Building insulation	<input type="checkbox"/> Binders	<input type="checkbox"/> Playground surfaces
<input type="checkbox"/> Polyester carpet	<input type="checkbox"/> (paper, solid plastic or plastic covered)	<input type="checkbox"/> Park and recreational furniture
<input type="checkbox"/> Cement & concrete containing:	<input type="checkbox"/> Plastic presentation folders	<input type="checkbox"/> Running tracks
<input type="checkbox"/> Coal fly ash	<input type="checkbox"/> Plastic file folders	<input type="checkbox"/> Playground equipment
<input type="checkbox"/> Ground granulated blast furnace slag	<input type="checkbox"/> Plastic clip portfolios	<input type="checkbox"/> Traffic barricades
<input type="checkbox"/> Flowable fill	<input type="checkbox"/> Plastic clipboards	<input type="checkbox"/> Traffic cones
<input type="checkbox"/> Latex paint	<input type="checkbox"/> Office recycling containers	<input type="checkbox"/> Plastic fencing (snow or erosion control, safety barriers)
<input type="checkbox"/> Floor tiles	<input type="checkbox"/> Office waste receptacles	<input type="checkbox"/> Channelizers
<input type="checkbox"/> Laminated paperboard	<input type="checkbox"/> Plastic desktop accessories	<input type="checkbox"/> Delineators
<input type="checkbox"/> Patio blocks	<input type="checkbox"/> Plastic envelopes	<input type="checkbox"/> Flexible delineators
<input type="checkbox"/> Shower & restroom dividers/partitions	<input type="checkbox"/> Plastic trash bags	<input type="checkbox"/> Parking stops
<input type="checkbox"/> Structural fiberboard	<input type="checkbox"/> Printer ribbons	<input type="checkbox"/> Engine coolants
<input type="checkbox"/> Railroad grade crossings/surfaces	<input type="checkbox"/> Toner cartridges	<input type="checkbox"/> Re-refined lubricating oils
<input type="checkbox"/> Garden and soaker hoses	<input type="checkbox"/> Newsprint	<input type="checkbox"/> Retread tires
<input type="checkbox"/> Lawn and garden edging	<input type="checkbox"/> Commercial/industrial sanitary tissue products	<input type="checkbox"/> Sorbents
<input type="checkbox"/> Landscaping timbers and posts (plastic lumber)	<input type="checkbox"/> Printing and writing papers	<input type="checkbox"/> Awards and plaques
	<input type="checkbox"/> Paperboard and packaging	<input type="checkbox"/> Mats
<input type="checkbox"/> Hydraulic mulch	<input type="checkbox"/> Tray liners	<input type="checkbox"/> Signage
<input type="checkbox"/> Compost from yard trimmings or food waste	<input type="checkbox"/> Industrial drums	<input type="checkbox"/> Strapping
		<input type="checkbox"/> Pallets

Affirmative Procurement Determination

Item: _____
 Quantity _____
 Estimated Dollar Value: \$ _____

_____ EPA recycled content requirements have been met for this procurement action.

**** OR *****

_____ EPA recycled content requirements cannot be met for this procurement action based on the following:

A. _____ EPA designated item is not competitively available within a reasonable period of time.

Need date: _____. _____ (insert number) vendors were contacted, and the following offers/information was received related to proposed EPA designated item(s) (list vendor name/proposed delivery date): _____

Rationale that the proposed delivery date(s) for EPA designated item(s) is/are inadequate: _____

B. _____ Item is not available a reasonable price (i.e., EPA designated item is more expensive).

Price(s) of EPA designated item(s): _____

Price(s) of non-EPA designated item(s): _____

C. _____ Item does not meet a performance standard in the specifications.

Describe the standard and why it is needed: _____

Describe how the guideline item(s) fail(s) to meet the standard: _____

This determination is made in accordance with FAR 23.405(c).

 Technical OPR - Signature and Office Symbol Date

 Concurrence - Contracting Officer Date

Kaena Point Satellite Tracking Station Affirmative Procurement Plan

Glossary of Useful Terms – Environmentally Preferable Purchasing

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Environmentally Preferable Purchasing

U.S. Environmental Protection Agency

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Acquisition - means the acquiring of products and services (including construction) by contract with appropriated funds by and for the use of the Federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to meet those needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (EO 13101, Section 201) [[Return to referencing page.](#)]

Acute toxicity - the potential of a chemical substance to cause adverse health effects from short-term exposure. [[Return to referencing page.](#)]

Affirmative procurement program - RCRA Section 6002 requires each procuring agency to establish an affirmative procurement program for maximizing its purchases of EPA-designated items. The program should be developed in a manner that ensures that items composed of recovered materials are purchased to the maximum extent practicable consistent with Federal procurement law. [[Return to referencing page.](#)]

Alternately Fueled Vehicle (AFV) - Alternately fueled vehicles are powered by fuels that reduce the air pollution, solid waste, and hazardous waste that result from their use, service, and maintenance. The term "alternately fueled vehicles" is used to refer to various types of vehicles, including compressed natural gas, biodiesel, ethanol, electric and hybrid electric, propane, liquified natural gas, and hydrogen fuel cell. [[Return to referencing page.](#)]

Ambient air pollutants - pollutants for which ambient air quality standards have been developed. (40 CFR 50.4- 50.12.) These pollutants include nitrogen dioxide, sulfur dioxide, ozone precursors, particulate matter, carbon monoxide, and lead. [[Return to referencing page.](#)]

Aquatic toxicity - the potential of a substance to have an adverse effect on aquatic species. Measurement methods for aquatic toxicity can be found in 40 CFR part 797, subpart B. [[Return to referencing page.](#)]

Avian toxicity - the potential of a substance to have an adverse effect on avian species. [[Return to referencing page.](#)]

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B

Bioaccumulative pollutants - those chemicals that bioconcentrate in the environment as described in the Significant New Use Rule for new chemicals. (40 CFR 721.3.) [[Return to referencing page.](#)]

Bio-based products - are defined as commercial or industrial products (other than food or feed) that utilize biological products or renewable, domestic, agricultural (e.g., plant, animal and marine), or forestry materials. (EO 13101, Section 201) [[Return to referencing page.](#)]

Biodegradable - Capable of decomposing under natural conditions. [[Return to referencing page.](#)]

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C

Carcinogenicity - defined by EPA through a weight-of-evidence approach. (51 FR 33992, September 24, 1986 and 61 FR 17960, April 23, 1996.) When quantification is possible, slope factors or other measures such as LED10 can also be used to express carcinogenic potency. [[Return to referencing page.](#)]

Chemical releases - ambient releases of chemicals of concern such as those reported in the TRI of the Emergency Planning and Community Right-to-Know Act. The current list is reported in 40 CFR 372.65. [[Return to referencing page.](#)]

Compostable - Capability of organic material to biologically decompose into humus-like material. [[Return to referencing page.](#)]

Comprehensive Procurement Guidelines (CPG) - Through the Comprehensive Procurement Guidelines (CPG), EPA designates items that must contain recycled content when purchased by federal, state, and local agencies, or by government contractors using appropriated federal funds. CPG is authorized under RCRA and updated every two years. [[Return to referencing page.](#)]

Conventional pollutants - defined in 40 CFR 401.16. These pollutants include biochemical oxygen demand, total suspended solids, fecal coliform, pH, and oil and grease. [[Return to referencing page.](#)]

Corrosivity - dermal corrosion is defined by EPA as the production of irreversible tissue damage in the skin following application of a test substance. Test methods for evaluating dermal corrosion can be found in the harmonized Office of Prevention, Pesticide and Toxic Substances (OPPTS) guidelines for acute dermal irritation. (OPPTS 870.2500.) These guidelines harmonize the TSCA, FIFRA and OECD requirements in this area. The OSHA HazCom Standard listed above for irritancy also explicitly or implicitly covers corrosivity, sensitization, neurotoxicity, and all other toxic endpoints. [[Return to referencing page.](#)]

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D

Development/reproductive toxicity - adverse effects on the developing organism that result from chemical exposure prior to conception (i.e., either parent), during prenatal development, or, postnatally, to the time of sexual maturation. (56 FR 63798, December 5, 1991.) Reproductive toxicity is any adverse effect on an organism's ability to reproduce. (61 FR 56274, October 31, 1996.) [\[Return to referencing page.\]](#)

Disassembly potential - The ease with which a product can be disassembled for maintenance, replacement, or recycling. [\[Return to referencing page.\]](#)

Durability - Refers to the expected lifetime of the product. [\[Return to referencing page.\]](#)

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E

Ecosystem impacts - adverse impacts on the ecosystem, for example, endangered species, wetlands loss, fragile ecosystems, erosion. [\[Return to referencing page.\]](#)

Energy consumption - the total amount of energy consumed for product or service manufacture, use, and disposal. Different sources of energy are associated with different environmental impacts. [\[Return to referencing page.\]](#)

Energy efficiency - Refers to products that meet or exceed the Department of Energy (DOE)/Federal Energy Management Program's product energy efficiency recommendations which identify the top 25 percent of energy efficiency for all similar products or that meet the energy efficiency criteria of the Environmental Protection Agency (EPA)/DOE Energy Star program. [\[Return to referencing page.\]](#)

Energy Policy Act of 1992 (EPACT) - Among other things, EPACT provides for improved energy efficiency of motor vehicles, major appliances, and certain other consumer products. It also directs the conservation of energy supplies, reduction in the demand for petroleum products and natural gas, and conservation of water through improved water efficiency of plumbing products and appliances. [\[Return to referencing page.\]](#)

Energy Star - Energy Star is a voluntary partnership among the U.S. Department of Energy, the U.S. Environmental Protection Agency, product manufacturers, local utilities, and retailers. Partners help promote efficient products by labeling with the Energy Star® logo and educating consumers about the benefits of energy efficiency. [\[Return to referencing page.\]](#)

Environmental attributes - Environmental characteristics of a product or service, such as energy or water efficiency, low-toxicity,

biobased, and recycled-content. [[Return to referencing page.](#)]

Environmentally preferable - products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal. (EO 13101, Section 201) [[Return to referencing page.](#)]

Extended Product Responsibility - A product systems approach to environmental protection that considers product chain and life cycle environmental impacts. [[Return to referencing page.](#)]

Executive agency - as defined in 5 U.S.C. 105. Military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense. [[Return to referencing page.](#)]

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F

Federal Energy Management Program (FEMP) - Part of the U.S. Department of Energy. FEMP helps agencies reduce their costs, increase energy efficiency, use renewable energy, and conserve water. FEMP's three major work areas include project financing; technical guidance and assistance; and planning, reporting, and evaluation. In these areas, FEMP leads Federal energy efficiency efforts and helps Federal energy managers identify and procure the best, most cost-effective energy-saving projects. [[Return to referencing page.](#)]

Flammability - defined by the OSHA HazCom Standard (29 CFR 1910.1200) and ignitability is defined in 40 CFR part 261.21. [[Return to referencing page.](#)]

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G

Global warming gases - listed in Climate Change 1992, The Scientific Report on the IPCC Scientific Assessment. (Table A 2.1.) [[Return to referencing page.](#)]

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H

Hazardous waste - Quantity of Resource Conservation and Recovery Act (RCRA) hazardous waste as defined in 40 CFR 261.3. [[Return to referencing page.](#)]

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I

Immunotoxicity - any adverse effect on an organism's immune system that results from exposure to a chemical substance. [[Return to referencing page.](#)]

Indoor environmental releases - releases to an indoor environment of potentially hazardous chemicals such as those reported in the TRI in both occupational and consumer settings. [[Return to referencing page.](#)]

Integrated Pest Management - The coordinated use of pest information, environmental information, and available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. [[Return to referencing page.](#)]

Irritancy - defined according to the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR part 1910.1200) or other standard scales such as EPA or Organization for Economic Cooperation and Development (OECD) Guidelines (EPA 712-C-98-196, August, 1998.) [[Return to referencing page.](#)]

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J

K

L

Life cycle assessment - means the comprehensive examination of a product's environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal. (EO 13101, Section 201)

The International Standards Organization, through ISO 14040, has defined life cycle assessment slightly differently as follows: Compilation and evaluation of the inputs, outputs, and the potential environmental impacts of a product system throughout its life cycle. [[Return to referencing page.](#)]

Life cycle cost - means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs and disposal costs discounted over the lifetime of the product, according to OMB Circular A-94 and Executive

Order 13101, Section 201. However, this definition does not include external costs (i.e., those not borne directly by the entity that owns and operates a product/service, such as environmental costs to society at large). For the purposes of this guidance, EPA encourages agencies to consider all internal and external costs associated with a product, process, or activity throughout its entire life cycle—from raw materials acquisition to manufacture, recycling and final disposal. [\[Return to referencing page.\]](#)

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M

Multiple Award Schedule (MAS) - Refers to a document containing a number of product listings for which several vendors are available for a particular product. Purchasers obtain information from the vendors and determine from which vendor they want to buy.

Historically, environmental protection legislation and related programs have focused on controlling and cleaning up pollution. As a result, pollution has often been pushed from one media to another (i.e., from air pollution to water pollution). In order to stop such effects, EPA has begun to look at more multi-media approaches, which focus on preventing the initial source of pollution before the chain of pollution begins. [\[Return to referencing page.\]](#)

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N

Neurotoxicity - any adverse change in the development, structure, or function of the central and peripheral nervous system following exposure to a chemical agent (59 FR 42272, August 17, 1994.) [\[Return to referencing page.\]](#)

Non-governmental entities - within the context of this guidance, non-governmental entities include, but are not limited to, voluntary consensus standards bodies (see § 12(d) of the National Technology Transfer and Advancement Act (Pub. L. 104-113, § 12(d), 15 U.S.C. 272 note), environmental standard setting organizations, third party certification programs, environmental labeling or environmental "report card" programs and other environmental consulting organizations. [\[Return to referencing page.\]](#)

Non-hazardous waste - solid waste as defined in 40 CFR 261.3. Includes municipal solid waste, large volume waste (e.g., oil and gas, mining, etc.) and solids disposed of in surface impoundments. [\[Return to referencing page.\]](#)

Non-renewable resource consumption - those resources consumed that are not renewable in 200 years (e.g., fossil fuels, minerals). This can serve as an indicator of acid rain, climate change potential, air pollution, and associated human health risks and risks to endangered species and fragile ecosystems. [\[Return to referencing page.\]](#)

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O

Ozone depleting chemicals - defined in the Protection of Stratospheric Ozone Final Rule. (58 FR 65018, December 10, 1993.)
[Return to referencing page.]

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P

Pollution prevention - "source reduction," as defined under the Pollution Prevention Act of 1990 (42 U.S.C. § 13102), and other practices that reduce or eliminate the creation of pollutants through: increased efficiency in the use of raw materials, energy, water, or other resources; or protection of natural resources by conservation..

The Pollution Prevention Act defines source reduction to mean any practice that:

1. Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal
2. Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

The term includes: equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. [Return to referencing page.]

Post-consumer material - Refers to a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is part of the broader category of "recovered material." [Return to referencing page.]

Post-industrial materials - Recovered industrial and manufacturing materials that are diverted from municipal solid waste for the purpose of collection, recycling, and disposition. Post-industrial materials are part of the broader category of "recovered materials." [Return to referencing page.]

Pre-consumer materials - Materials generated in manufacturing and processes such as manufacturing scrap and trimmings and cuttings. Includes print overruns, overissue publications, and obsolete inventories. [Return to referencing page.]

Product disassembly potential - Refers to the ease with which a product can be disassembled for maintenance, parts replacement, or recycling. [Return to referencing page.]

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R

Reactivity - The tendency of a solid waste to exhibit harmful characteristics when in contact with other substances. For instance, the waste could be unstable, react violently with water, generate toxic gases or fumes, or explode or detonate if heated under confinement. Reactivity is defined at length in 40 CFR 261.23. [\[Return to referencing page.\]](#)

Reconditioned/Remanufactured - Refers to the process of restoring used, durable products to meet original performance standards. Remanufacturing has many other names, including: rebuilding (automotive sector); retreading (tire remanufacturing); reconditioning; and refurbishing. Remanufacturing results in less waste and raw material and energy use. [\[Return to referencing page.\]](#)

Recovered materials - Refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process (42 U.S.C. 6903 (19)). [\[Return to referencing page.\]](#)

Recycled content - Materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer) (see Federal Trade Commission Environmental Marketing Guides mentioned above for more detail). Executive agencies are required to purchase EPA-designated items with recycled content (40 C.F.R. Part 247). Purchasers may want to consider whether the material contains pre-consumer or post-consumer recycled content. Recycled content, under the Federal Trade Commission guides, includes recycled raw material, that would have otherwise been incinerated or land filled, as well as used, reconditioned and remanufactured components. For products that are only partially made of recycled material, a recycled claim should indicate the percentage, by weight, of recycled content in the finished product. Unless it is otherwise clear from the context of the sale, for products that contain used, reconditioned or remanufactured components, a recycled claim should make clear that such components are used, reconditioned or remanufactured. Manufacturer's scrap material that would have, in any case, been incorporated into the product does not qualify as recycled under the Federal Trade Commission's guides. Refer to 16 C.F.R. § 260.7(e). [\[Return to referencing page.\]](#)

Recyclability - Refers to products or materials that can be collected, separated or otherwise recovered from the solid waste stream for reuse, or in the manufacture or assembly of another package or product, through an established recycling program. For products that are made of both recyclable and non-recyclable components, the recyclable claim should be adequately qualified to avoid consumer deception about which portions or components are recyclable. In addition, unless recycling collection programs for the product are available to a substantial majority of communities or consumers where the product is sold, claims of recyclability need to be qualified to indicate the limited availability of recycling collection sites. A product that is made from recyclable material, but, due to its shape, size or some other attribute, is not accepted in recycling programs for such material, should not be marketed as recyclable. Refer to the FTC Environmental Marketing Guides, 16 C.F.R. § 260.7(d). [\[Return to referencing page.\]](#)

Renewable resource consumption - refers to a continuum of resources, from those that are renewable in under 200 years, such as timber-based products, which can serve as an indicator of biodiversity loss and increased erosion, to those which are renewable in less than 2 years, such as grain-based feed stocks. [\[Return to referencing page.\]](#)

Resource Conservation and Recovery Act (RCRA) - RCRA gave EPA the authority to control hazardous waste from the "cradle-to-grave." This includes the generation, transportation, treatment, storage, and disposal of hazardous waste. RCRA also set forth a framework for the management of non-hazardous wastes. RCRA focuses only on active and future facilities and does not address abandoned or historical sites. [\[Return to referencing page.\]](#)

Reusability - Refers to how many times a product may be reused. Since reusable products generally require more up-front costs than disposable products, they are often subjected to a cost/benefit analysis in order to determine the life cycle cost. [\[Return to referencing page.\]](#)

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S

Sensitization - an immunologically mediated cutaneous reaction to a substance. EPA test methods for evaluating sensitization potential are found in 40 CFR part 798.4100. [\[Return to referencing page.\]](#)

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T

Take-back - Refers to the manufacturer or designee accepting a return of end-of-life product; who pays for the transportation of the product may be situation-specific. [\[Return to referencing page.\]](#)

Terrestrial species toxicity - the potential of a substance to have an adverse effect on terrestrial species, other than man. [\[Return to referencing page.\]](#)

Toxic chemical release - The release of toxic chemicals into the environment through transportation, manufacturing, and other uses and treatments. [\[Return to referencing page.\]](#)

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V

W

Waste prevention - also known as source reduction, refers to any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they become municipal solid waste. Waste prevention also refers to the reuse of products or materials. [\[Return to referencing page.\]](#)

Waste reduction - Refers to preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. [[Return to referencing page.](#)]

Water consumption - refers to the water resources that are consumed or used, which can serve as an indicator of water quality impacts, risks to aquatic ecosystems, and degradation of drinking water resources. [[Return to referencing page.](#)]

Water efficiency - Refers to any plumbing fixtures that meet or exceed the Department of Energy's Federal Energy Management Program recommended performance standards for flow rates. [[Return to referencing page.](#)]

Water pollutants - Generally, any substance introduced into water that adversely affects the usefulness of water as a resource or the health of humans, animals, or ecosystems. [[Return to referencing page.](#)]

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Kaena Point Satellite Tracking Station Affirmative Procurement Plan

Glossary of Useful Terms – Affirmative Procurement

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GLOSSARY

Source: U.S. Air Force, 2002. Guide To Green Purchasing: The Air Force Affirmative Procurement Program. June.

The terms included in this Glossary are related to AP requirements and program management. Technical terms related to the individual guideline items are defined in EPA's Buy-Recycled Series Fact Sheets, and are not repeated here.

Acquisition - acquiring by contract, using appropriated funds, supplies or services (including construction) by and for the use of the federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. [Executive Order 13101]

Affirmative Procurement (AP) Program - a program assuring guideline items composed of recovered materials will be purchased to the maximum extent practicable, consistent with federal law and procurement regulations. [RCRA]

Biobased product - a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. [Executive Order 13101]

Case-by-Case Procurement - specification of different (usually lower) minimum content standards for specific singular procurement actions when a procuring agency is unable to acquire an item which complies with RCRA or DoD federal procurement requirements. Content standards may be changed if the agency determines it consistently can not procure the designated item using the standards previously established.

Certification - provided by offerors/bidders/vendors, it is written documentation certifying the percentage of recovered materials contained in products or to be used in the performance of the contract is at least the amount required by applicable specifications or other contractual requirements. Certification on multi-component or multi-material products should verify the percentage of postconsumer waste and recycled material contained in the major constituents of the product.

Comprehensive Procurement Guidelines (CPG) - the documents in which EPA officially designates the specific recycled-content products to be included in AP programs. Products designated in the CPG are often referred to as "guideline items." The CPG requirements are codified in 40 CFR Part 247.

CONUS - the continental US, Alaska, Hawaii, and territories/possessions.

Cost-Effective Procurement Preference Program - a procurement program favoring more environmentally-sound or energy-efficient products and services than other competing products and services, where price and other factors are equal. [OFPP Policy Letter 92-4]

Environmentally Preferable - products or services having a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. [Executive Order 13101]

Environmentally Sound - a product or service less damaging to the environment when used, maintained, and disposed of in comparison to a competing product or service. [OFPP Policy Letter 92-4]

Executive Agency or Agency - an Executive agency as defined in 5 U.S.C 105. For the purpose of this order, military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense. [Executive Order 13101]

Federal Supply Source - any supply source managed by a federal agency such as the General Services Administration, Government Printing Office, or Defense General Supply Center.

Installation - In the Air Force, a self-supporting center of operations for actions of importance to Air Force combat, combat support, or training. It is operated by an active, reserve, or guard unit of group size or larger with all land, facilities, and organic support needed to accomplish the unit mission. It must have real property accountability through ownership, lease, permit, or other written agreement. Agreements with foreign governments that give the Air Force jurisdiction over real property meet this requirement. The term "installation" includes Air Force bases, Field Operating Agencies, Air Force Reserve bases, and Air National Guard bases.

Life-Cycle Assessment - the comprehensive examination of a product's environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal. [Executive Order 13101]

Life-Cycle Cost - the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product. [Executive Order 13101]

Micropurchase - an acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2,500, except that in the case of construction, the limit is \$2,000. [FAR 2.1, Definitions]

Minimum Content Standard - the minimum recovered material content specifications set to assure the recovered material content required is the maximum available without jeopardizing the intended item end use or violating the limitations of the minimum content standards set forth by EPA's guidelines. [RCRA, 42 U.S.C. 6962]

Postconsumer Material - a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Postconsumer material is a part of the broader category of recovered materials.

Postconsumer recovered materials, for purposes of purchasing paper and paper products, is a subset of the broader term "recovered materials", and means: (1) Paper, paperboard and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item including: Used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards, and used cordage; and (2) All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste. [RMAN I]

Preconsumer Materials - Materials generated in manufacturing and converting processes, such as manufacturing scrap and trimmings/cuttings. Preconsumer materials, along with postconsumer materials, are part of the broader category of "recovered materials." [Glossary on EPA's CPG Website]

Preference - when two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally-sound or energy-efficient product. [OFPP Policy Letter 92-4]

Procuring Agency - any federal agency, or any State agency or agency of a political subdivision of a State, which is using appropriated federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such contract. [RMAN I]

RCRA - Resource Conservation and Recovery Act, 42 U.S.C. 6901, et. seq., as amended

Recovered Materials - waste materials and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. [Executive Order 13101]

Recovered Materials Advisory Notices (RMAN) - an EPA document that accompanies each of the Comprehensive Procurement Guidelines. The RMANs recommend recycled-content ranges for products designated in the CPG, based on current information on commercially available recycled-content products. Per AFI 32-7080, these recommended content ranges are mandatory for all Air Force acquisitions of CPG products, unless an exemption applies.

Recyclability - the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling. [Executive Order 13101]

Recycled Material - a material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from postconsumer waste, industrial scrap, material derived from agricultural wastes, and other items, all of which can be used in new product manufacture. [OFPP Policy Letter 92-4]

Recycling - the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. [Executive Order 13101]

Specification - a description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. In general, specifications are in the form of written commercial designations, industry standards, and other descriptive references. [CPG I]

Unreasonable Price - The price of a recycled-content product is considered unreasonable if it exceeds the cost of a comparable non-recycled item.

Verification - procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material to be used in the performance of a contract, or contained in the products supplied to them.

Virgin Material - a mined or harvested raw material to be used in manufacturing.

Waste Prevention - any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials. [Executive Order 13101]

Waste Reduction - preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. [Executive Order 13101]

**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

APPENDIX D

Training and Outreach Information

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

AP Procurement Program Fact Sheets

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KAENA POINT STS AFFIRMATIVE PROCUREMENT PROGRAM THE “GREEN PROCUREMENT” FACT SHEET

Affirmative Procurement (AP) – also known as “**Green Procurement**” - is a mandatory program to protect the environment and reduce energy consumption through purchase of environmentally friendly goods.

Environmentally preferable purchasing encourages the purchase of goods and services that have lesser or decreased effects on human health and the environment compared to competing goods that serve the same purpose.

Products manufactured from recycled and reclaimed materials are identified by EPA in its Comprehensive Procurement Guidelines (CPG) and are known as “CPG items”.

Biobased products are made from rapidly renewable plant materials (usually agricultural products). Examples include straw-board construction panels, soy inks, vegetable-based lubricating oils, and “plastics” made from starch.

Energy Star[®] labeled lighting equipment, roofing products, heating and cooling appliances, or computers, monitors, and copiers that switch into a “sleep” mode, and Low Standby Power equipment are examples of energy-efficient products.

Why “buy green”?

- *Benefit the environment by conserving resources, preventing waste, reducing landfill space, and reducing pollution.*
- *Reduce life cycle costs and stimulate recycling markets.*
- *Close the recycling loop by purchasing products made from materials that have been recycled.*
- *Show USAF’s commitment to environmental stewardship.*
- *Demonstrate compliance with regulations and executive orders.*

It’s the Law!

AP was originally authorized under the **Resource Conservation and Recovery Act (RCRA)**, which is usually known as the “hazardous waste law,” but also addresses resource conservation. RCRA Section 6002 requires federal agencies to “give preference in their purchasing programs to products and practices that conserve and protect natural resources and the environment.” **Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition***, was written to improve the federal government’s existing program, encouraging the use of recycled-content products, and to expand AP to include other environmentally preferable products and services. The **2002 “Farm Bill”** includes a parallel requirement for us to purchase biobased products. The **Federal Acquisition Regulations (FAR)** require agencies to acquire recycled-content and other environmentally preferable products where cost effective.



Are there any exemptions from having to buy AP-complaint products?

Yes. The following are acceptable reasons for not buying an AP-compliant product:

- Product costs more than a comparable non-recycled/biobased product
- Product does not meet reasonable technical requirements
- Product is not available in a timely manner
- Product is not competitively available from two or more sources

It is **everyone's responsibility** to comply with AP requirements. Government-wide Purchase Card (GPC) purchases, purchase orders, and contracts must all address the procurement or use of AP-compliant items, regardless of the amount of money to be spent. Contract statements of work (SOWs) and specifications must specify the use of AP-compliant items. All AP requirements are outlined in the Kaena Point STS AP Plan.

Training and documentation are critical elements in achieving compliance with the AP requirements. The Kaena Point STS EPC will ensure the necessary training is made available to all personnel.

Where can I buy AP-compliant products?

Many AP-complaint goods are available from the mandatory purchasing programs already known to you.

- ✓ Javits-Wagner-O'Day (JWOD) products can be purchased through office supply stores (e.g., Boise Cascade, Office Depot), government commerce portals (e.g., General Services Administration (GSA), DoD Electronic Mall), and base supply stores (e.g., Envision). A current list of participating suppliers can be found on the JWOD Web site at:
http://www.jwod.gov/jwod/participate/current_distributors.html.
- ✓ Federal Prison Industries, Inc. (UNICOR) products and services can be accessed at:
<http://www.unicor.gov>.
- ✓ Energy Star® and FEMP products - computers and other information technology products – are available through the AFWay Computer Store purchasing system.

Numerous resources are available to obtain more information on AP.

Kaena Point STS Contacts

Lance Hayashi, Det 4, 22 SOPS/CE
DSN 446-5312 or e-mail lance.hayashi@kaenapt.af.mil

Other Contacts

Karen Kivela, HQ AFCEE
DSN 240-4191 or e-mail Karen.Kivela@brooks.af.mil

Monte McVay, HQ AFSPC/CEVV
DSN 692-5492 or e-mail monte.mcvay@peterson.af.mil

The AFCEE Affirmative Procurement Web page at:
<http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>

AP-Compliant Products

The U.S. EPA Web address for **updated CPG product lists** is:
<http://www.epa.gov/cpg/products.htm>.

The USDA Web address for **updated biobased product lists** is:
<http://www.usda-biobasedproducts.net/public/categories.cfm>

The Web address for **updated lists** of products and manufacturers that have earned the **Energy Star®** seal is:
<http://www.energystar.gov>

The Web address for **updated Low Standby Power devices and manufacturer lists** is:
http://www.eere.energy.gov/femp/resources/standby_power.html





KAENA POINT STS AFFIRMATIVE PROCUREMENT AND ENVIRONMENTALLY PREFERABLE PURCHASING



FACT SHEET FOR CONTRACTORS

What is Affirmative Procurement?

Affirmative Procurement (AP) is a federal acquisition program that focuses on the purchase and use of environmentally preferable products and services. AP products, which include those made with recycled and reclaimed materials and products made from renewable plant materials, are designated by the U.S. Environmental Protection Agency (U.S. EPA) or the U.S. Department of Agriculture (USDA). Environmentally preferable purchasing (EPP) is also part of AP. EPP encourages the purchase of goods and services that have decreased effects on human health and the environment compared to competing goods that serve the same purpose. AP products are preferred because AP products benefit the environment.

How does AP apply to contractors?

AP applies to federal agencies and to their contractors. As such, the Contracting Office has included FAR clause 52.223-4 in this contract. For contract amounts in excess of \$100,000, FAR clause 52.223-9 is also included.

FAR 52.223-4, Recovered Material Certification, used in solicitations that are for, or specify the use of, EPA-designated products containing recovered materials. This document is accompanied by contract specifications that specify the percentage of recovered materials required by the contract.

This provision states that by signing the bid or proposal for the contract, the contractor is certifying that it will comply with AP requirements.

FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products, used in solicitations and contracts exceeding the simplified acquisition threshold that include the provision at 52.223-4.

This clause requires the contractor to estimate the amount of recycled material used on the project and provide this information to the Contracting Officer.

What should the contractor do if an AP-compliant product is unavailable?

If the contractor is unable to locate a specified product meeting the AP requirements, the contractor should identify the issue to the Contracting Office Technical Representative for guidance.

***Contact the Contracting Office Technical Representative
for further assistance with AP.***

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**AP Training Flier and Memorandum to be sent to
Affected Organizations**

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KAENA POINT STS AFFIRMATIVE PROCUREMENT PROGRAM

AFFIRMATIVE PROCUREMENT TRAINING FOR GOVERNMENT-WIDE PURCHASE CARD (GPC) HOLDERS

What is Affirmative Procurement (AP):

AP - also known as “**Green Procurement**” is a mandatory program to protect the environment and reduce energy consumption through purchase of environmentally friendly or recycled-content products.

Who Should Attend:

All installation personnel who use a GPC to buy goods and/or services.

Why Do GPC Holders Need AP Training:

It's the law. AP compliance is required for all procurement actions regardless of the price of the good or service. Therefore, GPC holders must consider AP for all of their GPC purchases.

Training Objectives:

To provide GPC holders training and resources to help them successfully comply with AP Program requirements. Through training, cardholders will be able to implement AP in GPC purchases and gain the knowledge to access the tools necessary to support AP compliance.

Training Topics:

- AP program overview
- GPC holder-specific AP program requirements
- Description of U.S. EPA -designated, biobased items, and environmentally preferable purchasing (EPP) requirements
- AP documentation requirements
- AP resources and tools

[To be completed by Installation]

GPC Course Offerings at Kaena Point STS

- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*

Contact Lance Hayashi at 6-5312 to sign up for a course!

For More Information Contact:

Lance Hayashi
Det 4, 22 SOPS/CE
DSN 446-5312

lance.hayashi@kaenapt.af.mil

GREEN PROCUREMENT IS EVERYONE'S RESPONSIBILITY!

Please join us for this training!



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KAENA POINT STS AFFIRMATIVE PROCUREMENT PROGRAM

AFFIRMATIVE PROCUREMENT TRAINING

What is Affirmative Procurement (AP):

AP - also known as “**Green Procurement**” is a mandatory program to protect the environment and reduce energy consumption through purchase of environmentally friendly or recycled-content products.

Who Should Attend:

Installation personnel who develop project specifications, perform project quality assurance duties, write contracts and purchase or task orders, or purchase items by means other than a GPC.

Why is AP Training Necessary:

AP compliance is required for all procurement actions regardless of the price of the good or service.

Training Objectives:

To provide participants with the necessary training and resources to help them successfully comply with AP Program requirements. Through training, participants will be able to implement AP requirements associated with their specific job function and access the tools to comply with AP.

Training Topics:

- AP program overview
- Federal Acquisition Regulations (FAR) clauses
- Description of U.S. EPA-designated and biobased items, and environmentally preferable purchasing (EPP) requirements
- AP documentation
- Specific AP responsibilities

[To be completed by Installation]

AP Course Offerings at Kaena Point STS

- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*
- *Date, Time, Location*

Contact Lance Hayashi at 6-5312 to sign up for a course!

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

APPENDIX E

Program Working Papers

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

Draft Contract Boilerplate Language

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Contract Boilerplate

Boilerplate language at the beginning of the contract is the minimum that is required to identify EPA-designated or USDA-designated products. Here is one example of “boilerplate” contract language:

To comply with the affirmative procurement (AP) requirements of Section 6002 of the Resource Conservation Recovery Act (RCRA), Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13101, the Government strongly promotes the use of recycled-content [and bio-based]* products. Recycled-content products are identified in the Environmental Protection Agency’s Comprehensive Procurement Guidelines (CPGs). [The USDA designates Bio-based products.]* Materials and products provided in the completion of this contract must meet the requirements of the Specifications, must not delay the progress of the work, and must not be cost prohibitive. EPA guideline items [and USDA designated bio-based products]* are seen as the minimum that should be considered when evaluating environmentally preferable materials. Other environmentally preferable materials and products not listed, but commonly used in industry outside of the Government, should also be considered. Submittals of material and product lists for all recycled-content items should list the recycled and recovered materials used and the percentage content (by weight). [Submittals for bio-based products should describe the bio-based materials used, and the percentage content (by weight).]*

**Bio-based product requirements subject to USDA publication of bio-based items.*

The language included above is but one example that may be used in addressing AP in contract language. For additional guidance, refer to the ***Air Force Contracting Officer Guide to Affirmative Procurement, September 2003, Version 1.0.***

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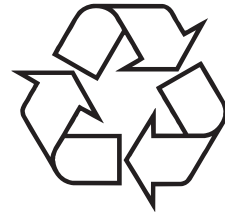
**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

Draft AP Policy Statement

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Kaena Point STS Affirmative Procurement Policy



The purchase and use of products and services can have a profound impact on the environment. Kaena Point STS recognizes the positive impact that it can make on the environment through the purchasing decisions that its personnel make. The purchase of environmentally preferable products, such as those manufactured from recycled and reclaimed materials, biobased products, and energy efficient products, defines the program known as “Affirmative Procurement” (often called “Green Procurement”). The purpose of this policy is to demonstrate our commitment to incorporate environmentally preferable purchasing into every aspect of Kaena Point STS acquisition activities.

Overall Statement of Policy

- Environmentally preferable purchasing represents one important component of Kaena Point STS’s commitment to pollution prevention.
- All installation personnel will seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable and energy-efficient products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.
- Affirmative Procurement shall be taken into account as early as possible in the acquisition planning and decision-making process.
- Responsibility is shared among the program, acquisition, and procurement personnel.
- All organizations, tenants, and contractors who want to do business with Kaena Point STS must comply with AP requirements.

Kaena Point STS is committed to the following:

- Incorporating Affirmative Procurement into the way we do business.
- Increasing the acquisition of environmentally preferable and energy-efficient products and services.
- Educating installation personnel regarding Affirmative Procurement.

Date: _____

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**Kaena Point Satellite Tracking Station
Affirmative Procurement Plan**

**Affirmative Procurement Program
Annual Review Forms
(place holder until first annual review)**

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